USER MANUAL
Financial Monitoring and Planning - Common Setup

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

The design of Financial Monitoring and Planning Module caters aided schools only. Its main purpose is to facilitate aided schools to handle budget planning and financial recording, as well as to carry out financial monitoring and evaluation. It includes a Common Setup function and 7 modules, namely, Budgeting, Bookkeeping, Staff Cost, Capital Asset Register, Sales and Stock, Daily Collection Summary, Non-recurrent Grant.

Common Setup Module provides effective tools to maintain basic setting for the preparation of all FMP modules. Functions are available to define the FMP modules to be used and module's effective date. New accounting years, which will be used in Bookkeeping, Budgeting, Staff Cost, Capital Asset Register and Sales and Stock Modules, can be created. Users can maintain Chart of Account by means of sources of fund, ledger codes, sub-ledger codes, account codes and programme codes. Users can maintain bank information including cheque format and bank autopay format. Voucher type may also be defined for the creation of vouchers in Bookkeeping, Staff Cost, Capital Asset Register and Sales and Stock Modules. In addition to retrieve location information, once for all, from School Management during data conversion, new location details can be added.

Common Setup Module in FMP provides the following functions:

- School Accounting Information
- Accounting Year Maintenance
- Chart of Account Maintenance
    - EDB-Defined Code
    - Source of Fund
    - Programme
    - Ledger
    - Sub-Ledger
    - Account
    - Bank Information
        - Bank Ledger Information
        - Bank Details
        - Cheque Format
        - Autopay Format
- Voucher Type Maintenance
- Location Maintenance
- Report

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The followings are some of the features of Common Setup Module.

a. Accounting Period, either from September to August or from April to March, should be defined for the first time user. Once it is confirmed, it cannot be changed.

b. Users can set up budget check option for income and expenditure items if Bookkeeping and / or Staff Cost Modules are in use. Different options may be adopted for income and expenditure items. Budget check will be carried out to check the voucher accounting lines amount of Bookkeeping and Staff Cost voucher against the budget amount if the budget of the selected accounting year is approved.

c. All modules are integrated but the system allows selection of a module to be used independently and adoption of one or more modules at different times.

d. If users choose not to use Budgeting Module, then all the unposted vouchers created in Bookkeeping Module will not go through budget check process. If users choose to set Budgeting Module effective date later than that of Bookkeeping Module, then all the unposted vouchers created before the Budgeting Module effective date will not go through budget check process.

e. If users choose not to use Capital Asset Register or Sales and Stock Modules, then all asset or purchase/sales vouchers created in Bookkeeping Module will not be transmitted to Capital Asset Register or Sales and Stock Modules upon posting the vouchers. If users choose to set Capital Asset Register or Sales and Stock Modules effective date later than that of Bookkeeping Module, then all asset or purchase / sales vouchers created in Bookkeeping Module before the effective date will not be transmitted to Capital Asset Register or Sales and Stock Modules upon posting the vouchers. No message will be displayed to remind users to fill in asset or stock details when posting such vouchers.

f. When performing Bookkeeping year-end process, if Staff Cost or Sales and Stock Modules are not effective as at the selected accounting year, the system will skip the checking of Staff Cost payroll months status and Sales and Stock year-end status.

g. Users can open an accounting month, and subsequently open the corresponding payroll month for payroll preparation in Staff Cost Module, and create vouchers in Bookkeeping Module. Re-opening a closed accounting month is allowed. In case of creating vouchers in a re-opened accounting month in Bookkeeping Module, those vouchers will be captured in a report of Bookkeeping Module.

h. Programme can be created for each of the accounting years. An administration programme with programme code “WFMP” is generated for each of the school levels / sessions by the system automatically when a new accounting year is created.

i. EDB-defined account code is created and maintained by EDB whilst school defined account code can be created at the school. Surplus / deficit account code is a 11-byte code with the first byte indicating source of fund, for example, ‘G’ indicates General Operating Fund. A set of EDB-defined and common school defined codes is preloaded to the system.

j. Users can maintain bank information including cheque format and bank autopay format.

k. Reports can be generated for verification and recording purpose.

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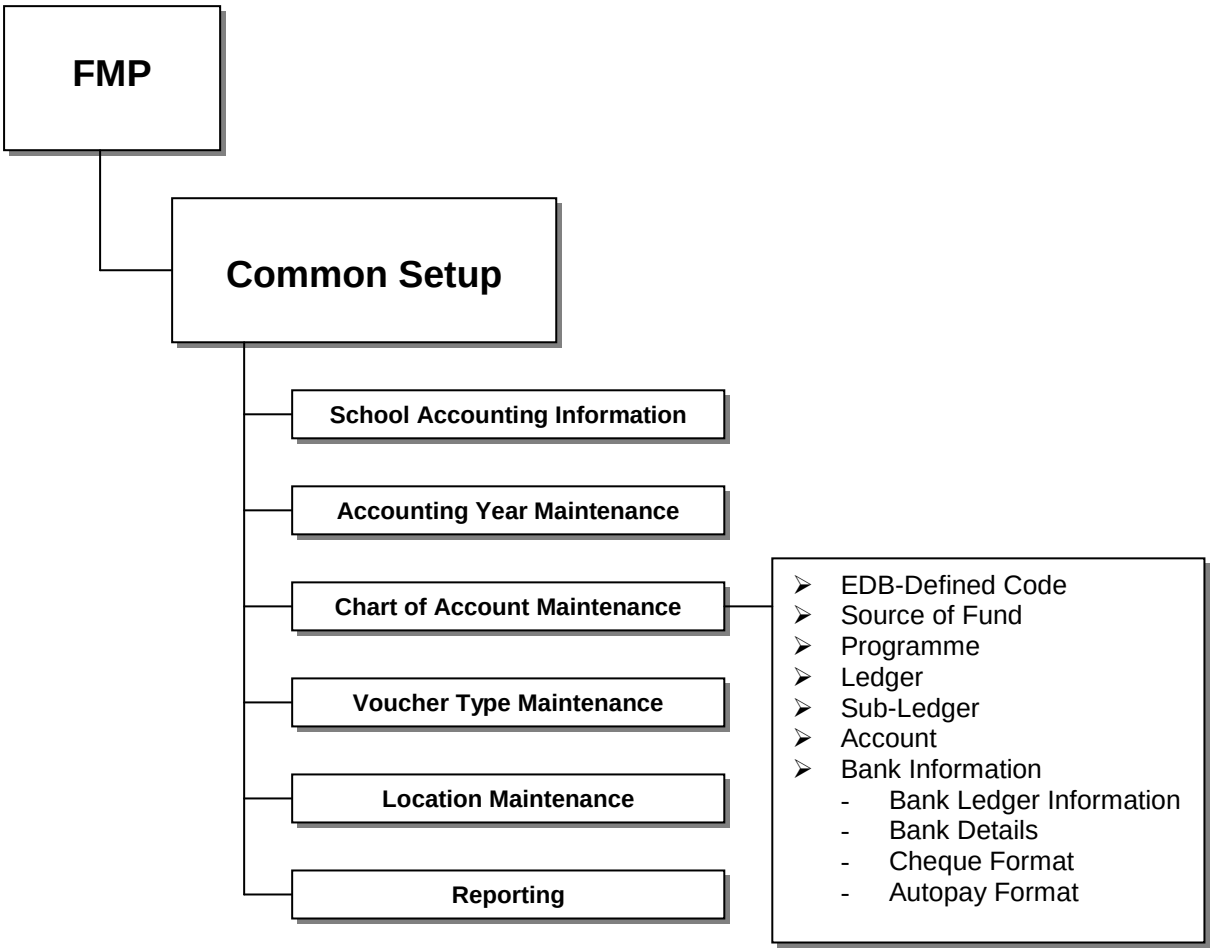
1.2 Function Chart



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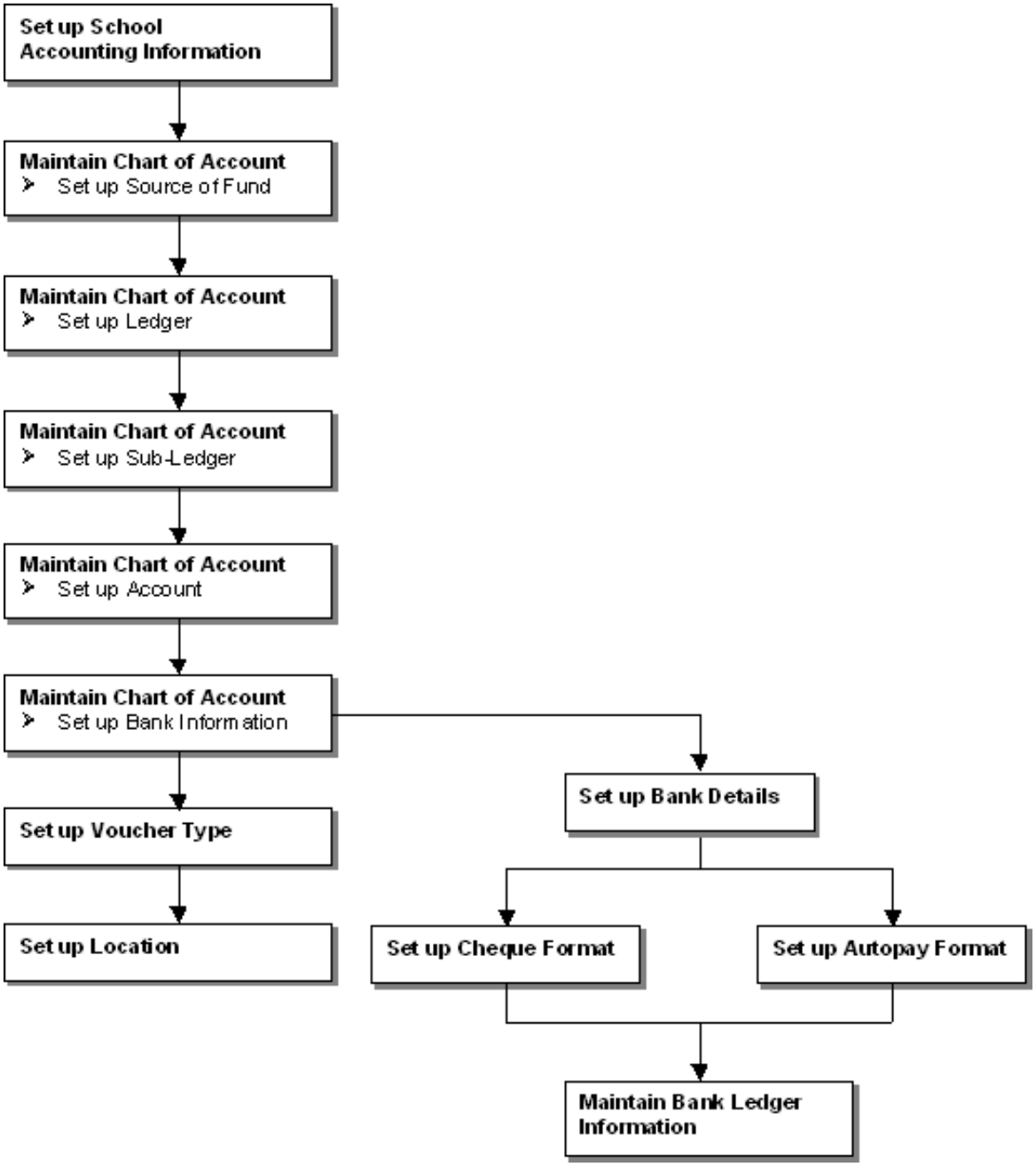
1.3 Flow Diagram

Basic Setting Flow Diagram



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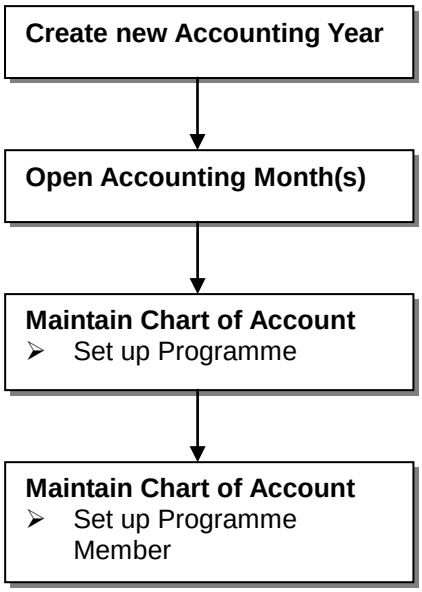
Yearly and Monthly Setting Flow Diagram



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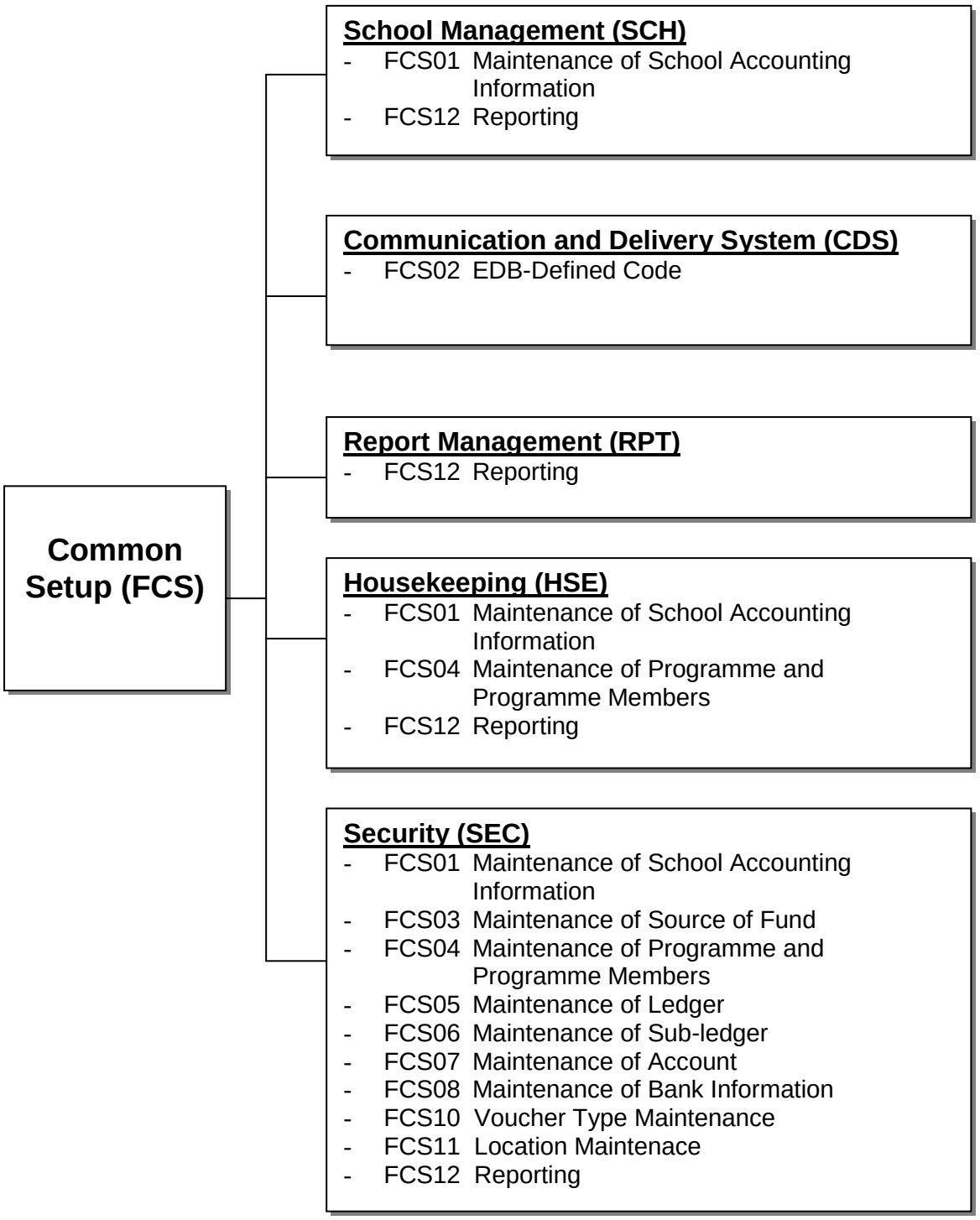
1.4 Interactions with other modules


Common Setup (FCS)
School Management (SCH)
- FCS01 Maintenance of School Accounting Information
- FCS12 Reporting
Communication and Delivery System (CDS)
- FCS02 EDB-Defined Code
Report Management (RPT)
- FCS12 Reporting
Housekeeping (HSE)
- FCS01 Maintenance of School Accounting Information
- FCS04 Maintenance of Programme and Programme Members
- FCS12 Reporting
Security (SEC)
- FCS01 Maintenance of School Accounting Information
- FCS03 Maintenance of Source of Fund
- FCS04 Maintenance of Programme and Programme Members
- FCS05 Maintenance of Ledger
- FCS06 Maintenance of Sub-ledger
- FCS07 Maintenance of Account
- FCS08 Maintenance of Bank Information
- FCS10 Voucher Type Maintenance
- FCS11 Location Maintenace
- FCS12 Reporting

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📖 **FCS01 – Maintenance of School Accounting Information**

- School Management (SCH)
  - Retrieve School Name.
- Housekeeping (HSE)
  - Retrieve School Level / Session descriptions.
- Security (SEC)
  - Insert audit trail to Security.
  - Check users' access rights to create / update School Accounting Information.

📖 **FCS02 – EDB-Defined Code**

- Communication and Delivery System (CDS)
  - Distribute the new EDB Defined Code to the school.

📖 **FCS03 – Maintenance of Source of Fund**

- Security (SEC)
  - Insert audit trail to Security
  - Check users' access rights to add / update source of fund.

📖 **FCS04 – Maintenance of Programme and Programme Members**

- Housekeeping (HSE)
  - Retrieve School Level / Session descriptions.
- Security (SEC)
  - Insert audit trail to Security
  - Check users' access rights to add / update / delete programme and programme members.

📖 **FCS05 – Maintenance of Ledger**

- Security (SEC)
  - Insert audit trail to Security.
  - Check users' access rights to add / update / delete ledger.

📖 **FCS06 – Maintenance of Sub-ledger**

- Security (SEC)
  - Insert audit trail to Security.
  - Check users' access rights to add / update / delete sub-ledger.

📖 **FCS07 – Maintenance of Account**

- Security (SEC)
  - Insert audit trail to Security.
  - Check users' access rights to add / update / delete account.

📖 **FCS08 – Maintenance of Bank Information**

- Security (SEC)

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- Insert audit trail to Security.
- Check users' access rights to add / update Bank Ledger Information and Bank Details.
- Check users' access rights to download / upload cheque format.

📖 **FCS10 – Voucher Type Maintenance**

- Security (SEC)
  - Insert audit trail to Security.
  - Check users' access rights to add / update / delete voucher type.

📖 **FCS11 – Location Maintenance**

- Security (SEC)
  - Insert audit trail to Security.
  - Check users' access rights to add / update / delete location.

📖 **FCS12 – Reporting**

- School Management (SCH)
  - Retrieve School Name.
- Report Management (RPT)
  - Retrieve Report Template.
- Housekeeping (HSE)
  - Retrieve School Level / Session descriptions.
- Security (SEC)
  - Check users' access rights to preview and print / save report to file.

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2 Operation Procedures

2.1 Maintenance of School Accounting Information

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

Create School Accounting Information

📖 Function Description

This function allows users to create school accounting information for the first time setup. Users are required to set accounting period (only available to new FMP school users) and accounting information for each school level / session. Once the accounting period is set, it cannot be changed. Please note that school with converted FMP data from SAMS system is not required to set up accounting period in this function. The accounting period for such school is converted from SAMS.

📖 Pre-requisites

1. Users have entered the school information under **School Management System**.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Sch Accounting Info]** from the left menu. For school with converted FMP data from SAMS system, please go to **User Procedures Step 5**.

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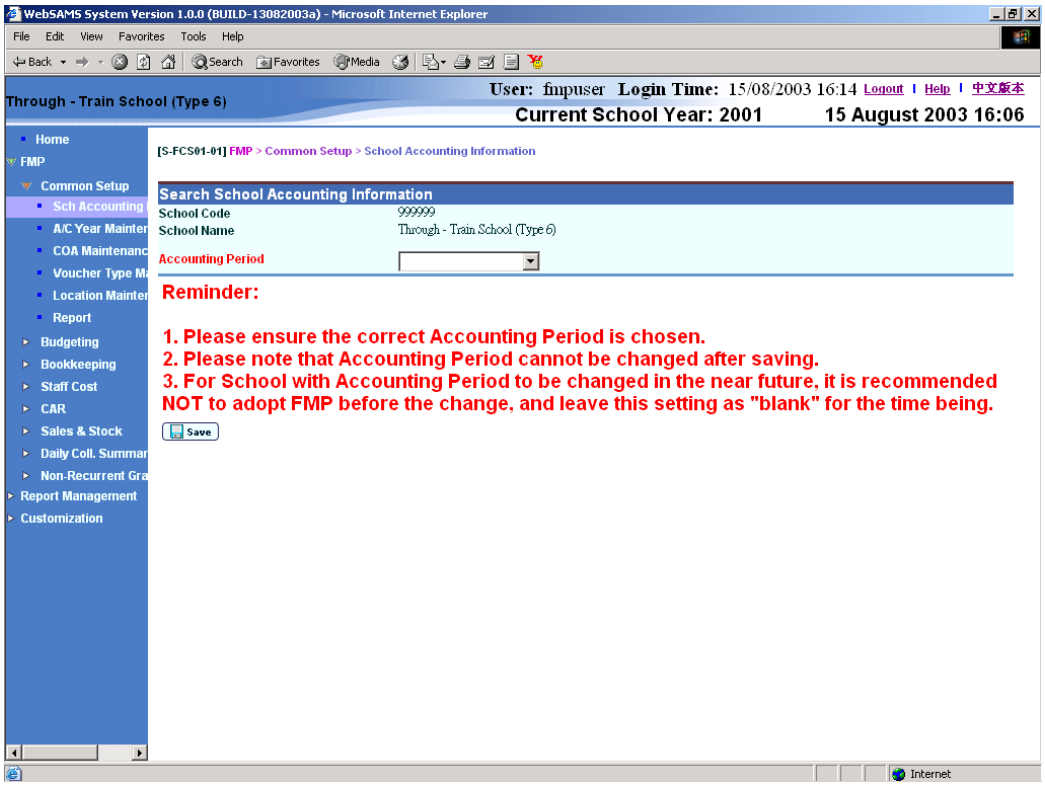
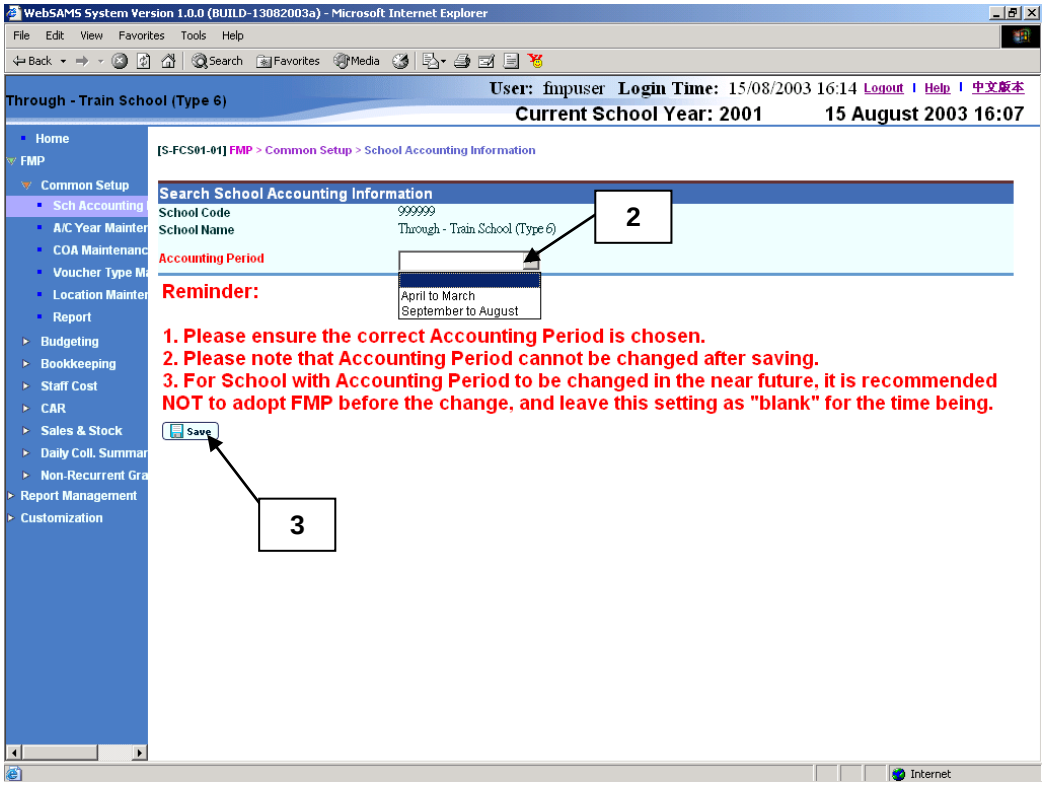

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer
Through - Train School (Type 6)
User: fmpuser Login Time: 15/08/2003 16:14 Logout | Help | 中文版本
Current School Year: 2001 15 August 2003 16:06
[S-FCS01-01] FMP > Common Setup > School Accounting Information
Search School Accounting Information
School Code 999999
School Name Through - Train School (Type 6)
Accounting Period
Reminder:
1. Please ensure the correct Accounting Period is chosen.
2. Please note that Accounting Period cannot be changed after saving.
3. For School with Accounting Period to be changed in the near future, it is recommended NOT to adopt FMP before the change, and leave this setting as "blank" for the time being.
Save

2. Select the **Accounting Period** for the school, i.e., April to March or September to August. Please ensure that the correct Accounting Period is chosen, as Accounting Period cannot be changed after saving the record.


WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer
Through - Train School (Type 6)
User: fmpuser Login Time: 15/08/2003 16:14 Logout | Help | 中文版本
Current School Year: 2001 15 August 2003 16:07
[S-FCS01-01] FMP > Common Setup > School Accounting Information
Search School Accounting Information
School Code 999999
School Name Through - Train School (Type 6)
Accounting Period
2
April to March
September to August
Reminder:
1. Please ensure the correct Accounting Period is chosen.
2. Please note that Accounting Period cannot be changed after saving.
3. For School with Accounting Period to be changed in the near future, it is recommended NOT to adopt FMP before the change, and leave this setting as "blank" for the time being.
Save
3

3. Click **[Save]** button.

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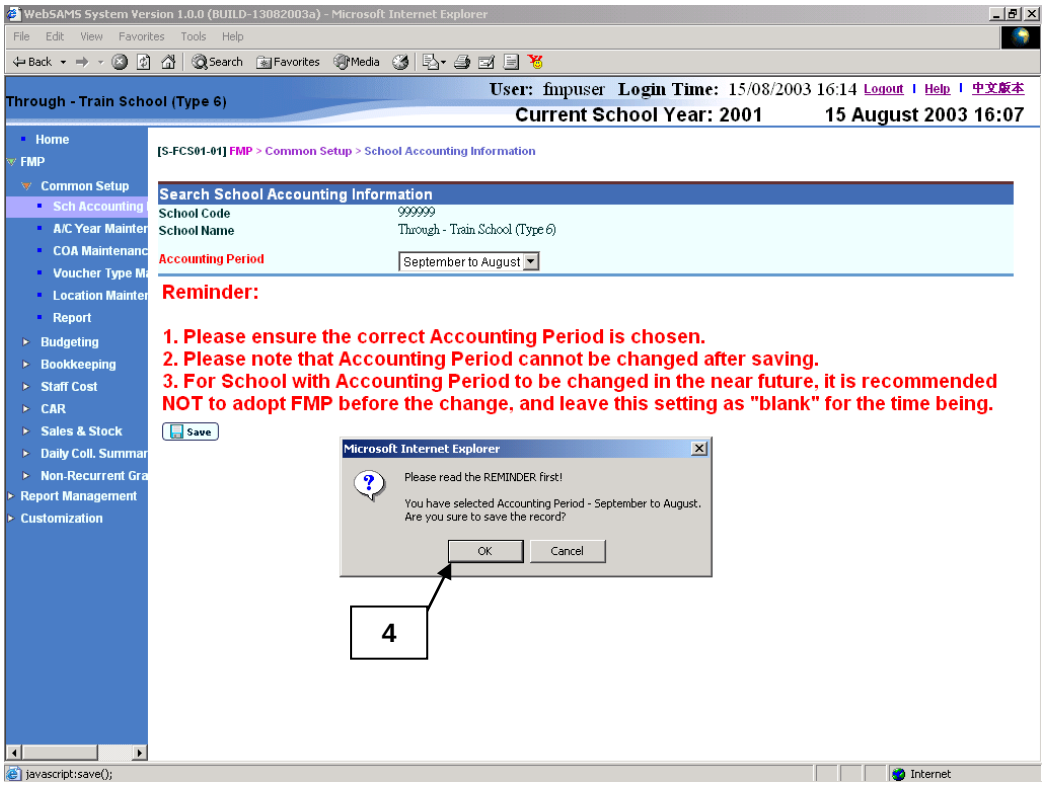
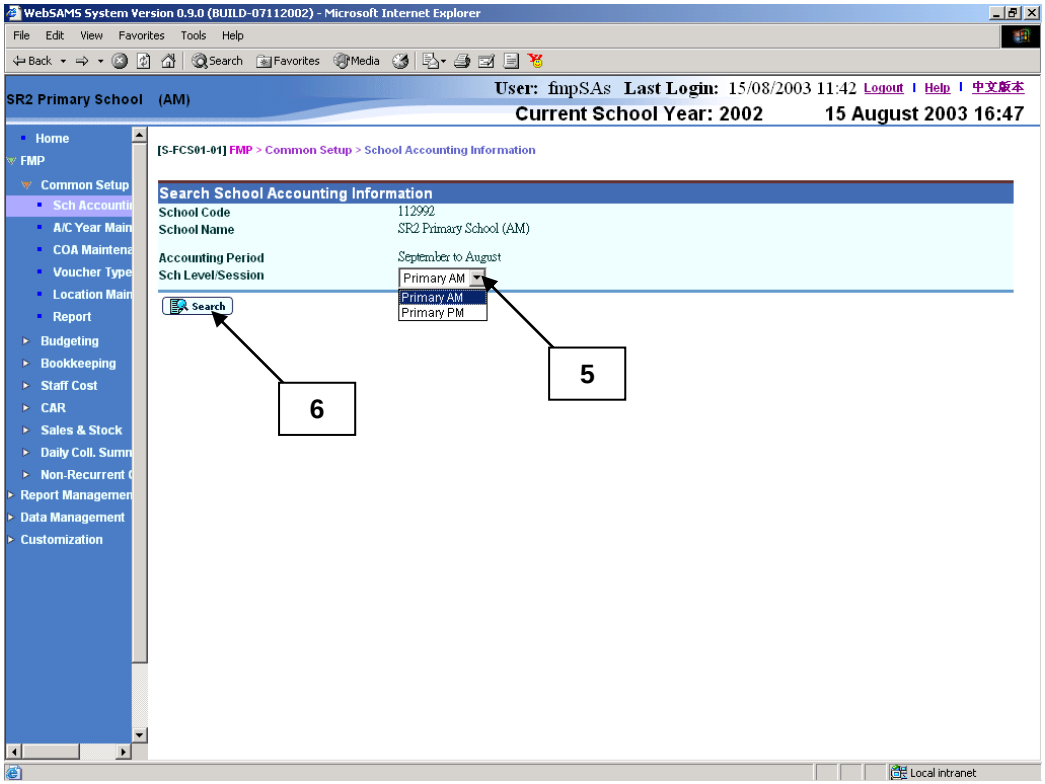

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer
Through - Train School (Type 6)
User: fmpuser Login Time: 15/08/2003 16:14 Logout | Help | 中文版本
Current School Year: 2001 15 August 2003 16:07
[S-FCS01-01] FMP > Common Setup > School Accounting Information
Search School Accounting Information
School Code 999999
School Name Through - Train School (Type 6)
Accounting Period September to August
Reminder:
1. Please ensure the correct Accounting Period is chosen.
2. Please note that Accounting Period cannot be changed after saving.
3. For School with Accounting Period to be changed in the near future, it is recommended NOT to adopt FMP before the change, and leave this setting as "blank" for the time being.
Save
Microsoft Internet Explorer
Please read the REMINDER first!
You have selected Accounting Period - September to August. Are you sure to save the record?
OK
Cancel
4

4. Confirm the action. Accounting period has been set up.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 15/08/2003 11:42 Logout | Help | 中文版本
Current School Year: 2002 15 August 2003 16:47
[S-FCS01-01] FMP > Common Setup > School Accounting Information
Search School Accounting Information
School Code 112992
School Name SR2 Primary School (AM)
Accounting Period September to August
Sch Level/Session Primary AM
Primary AM
Primary PM
Search
6
5

5. Select the **School Level / Session** for viewing / entering School Accounting Information.

6. Click **[Search]** button. School accounting information of the selected School Level / Session will be displayed.

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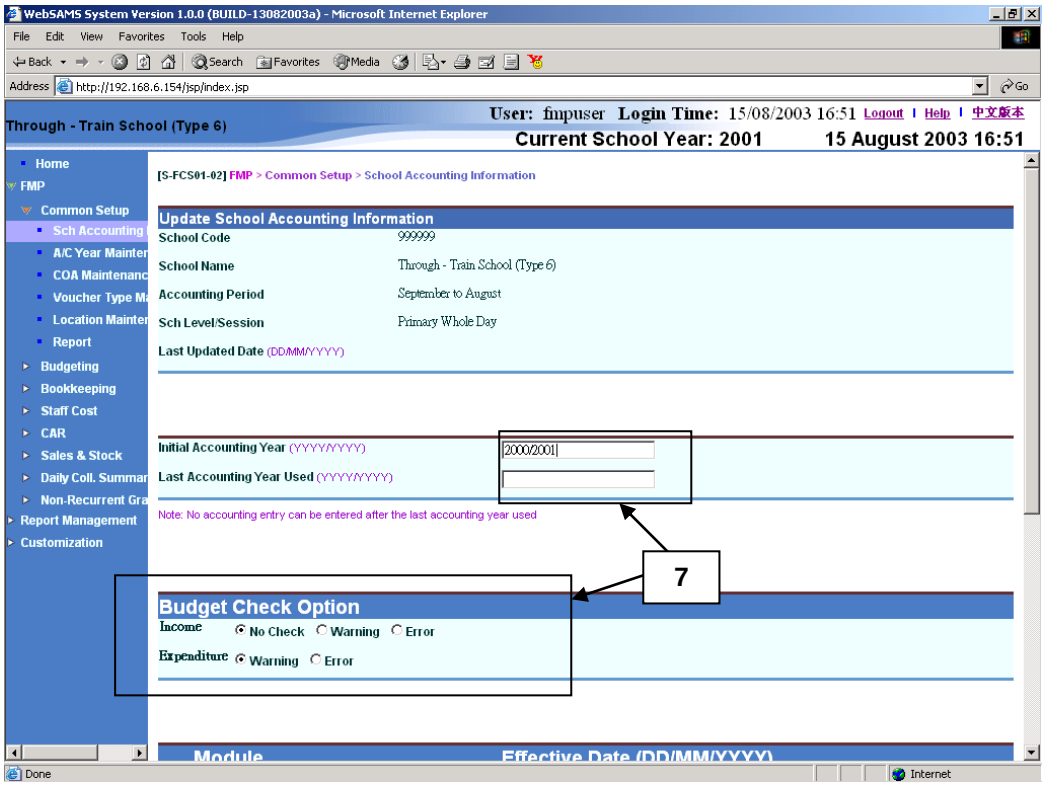
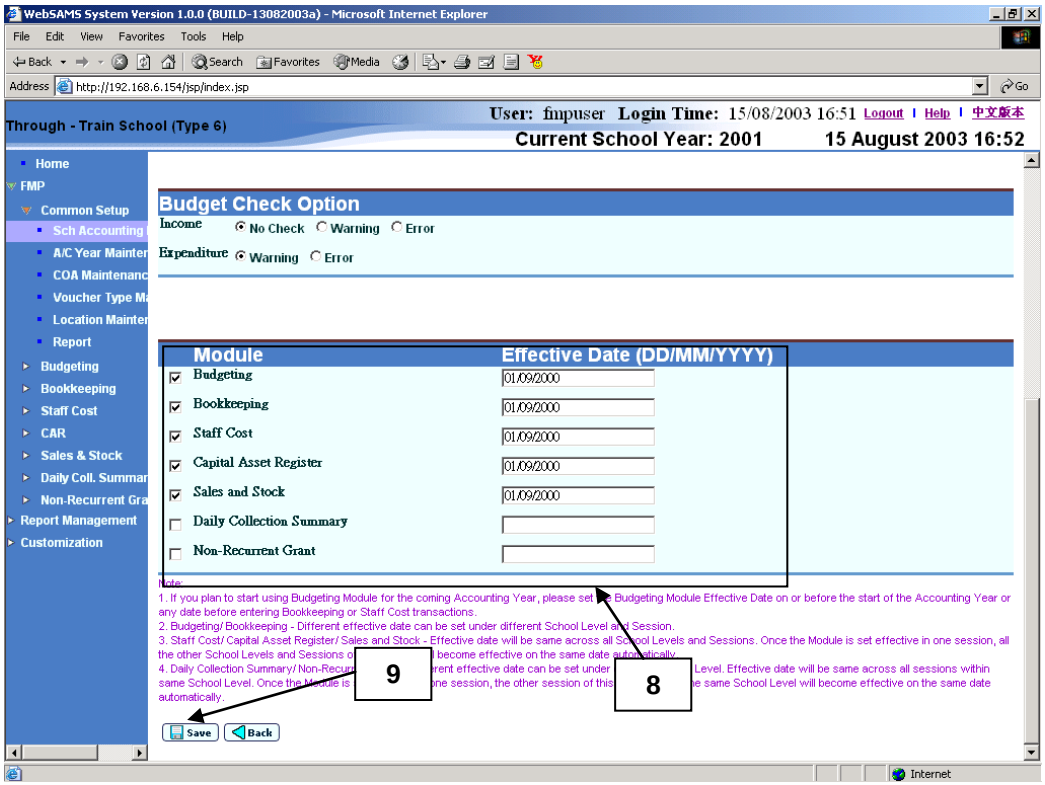

WebSAMS System Version 1.0.0 (BUILD-13082003a) - Microsoft Internet Explorer
Through - Train School (Type 6)
User: fmpuser Login Time: 15/08/2003 16:51 Logout Help 中文版本
Current School Year: 2001 15 August 2003 16:51
[S-FCS01-02] FMP > Common Setup > School Accounting Information
Update School Accounting Information
School Code 999999
School Name Through - Train School (Type 6)
Accounting Period September to August
Sch Level/Session Primary Whole Day
Last Updated Date (DD/MM/YYYY)
Initial Accounting Year (YYYY/YYYY) 2000/2001
Last Accounting Year Used (YYYY/YYYY)
Note: No accounting entry can be entered after the last accounting year used
7
Budget Check Option
Income No Check Warning Error
Expenditure Warning Error
Module
Effective Date (DD/MM/YYYY)



7. Enter the **School Accounting Information**, such as Initial and Last Accounting Year Used (fill in Last Accounting Year Used only when planning not to use FMP Module in a specified year and thereafter), Budget Check Option and Module's Effective Date.

8. To activate FMP modules, select modules by clicking the checkbox next to the module name and fill in **Effective Date**.

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9. Click **[Save]** button.

📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the new school accounting information is saved.
2. If Last Accounting Year Used is filled, no accounting entry can be entered after the Last Accounting Year Used. That is accounting entries on or before Last Accounting Year Used can still be entered.

📖 Notes

1. For new school, select either ‘April to March’ or ‘September to August’ as Accounting Period. Accounting Period is blank by default. Users can set up school accounting information only if accounting period has been set up.
2. Specify **Initial Accounting Year** to start using FMP Module of the selected school level / session.
3. Specify **Last Accounting Year Used** only when planning not to use FMP Module.
4. Each of the school levels / sessions will have its own set of school accounting information. Setting up of school accounting information for the school levels / sessions is independent.
5. The backend FMP process will automatically retrieve the school information from School Management System in WebSAMS.
6. Users are allowed to select different budget check option for income and expenditure items if Bookkeeping and / or Staff Cost Modules are in use. When saving an unposted voucher, budget check will be performed, based on the budget check option defined, if the budget of the selected accounting year has been approved. If budget check option is set to ‘Warning’, and if any accounting line amount exceeds the budget amount, a warning message will be displayed and saving of the voucher will be carried on. If budget check option is set to ‘Error’, and if any accounting line amount exceeds the budget amount, an error message will be displayed and saving of the voucher will be aborted. In this case, users should save the voucher as Draft and revise the budget. Then retrieve the draft voucher and save it as unposted voucher again.
7. A set of preload ledger, sub-ledger and income / expenditure account codes has been loaded into the system. Preload Code is for report generation purpose, especially reports involving annual accounts. Users are recommended to maintain ledger, sub-ledger and income / expenditure account codes before proceeding to handle the effectiveness of Bookkeeping, Budgeting and Staff Cost Modules. Once Bookkeeping, Budgeting or Staff Cost Module is set to be effective, all ledger, sub-ledger and income / expenditure account codes are not allowed to be deleted.
8. If users plan to start using Budgeting Module for the coming Accounting Year, please set the Budgeting Module Effective Date on or before the start date of the Accounting Year or any date before entering Bookkeeping or Staff Cost transactions.

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9. For bi-sessional schools,
   - Budgeting / Bookkeeping – Different effective date can be set under different Sessions.
   - Staff Cost / Capital Asset Register / Sales and Stock / Daily Collection Summary / Non-Recurrent Grant – Effective date will be the same across all Sessions. Once the Module is set to be effective in one Session, the other Session of this Module will become effective on the same date automatically.
10. For through-train schools,
    - Budgeting / Bookkeeping – Different effective date can be set under different School Levels / Sessions.
    - Staff Cost / Capital Asset Register / Sales and Stock – Effective date will be the same across all School Levels / Sessions. Once the Module is set to be effective in one Session, all the other School Levels / Sessions of this Module will become effective on the same date automatically.
    - Daily Collection Summary / Non-Recurrent Grant – Different effective date can be set under different School Level. Effective date will be the same across all Sessions within same School Level. Once the Module is set to be effective in one Session, the other Session of this Module under the same School Level will become effective on the same date automatically.
11. Once FMP module has been set to be effective, it cannot be changed under the following scenarios:
    - Users are not allowed to update the effectiveness of Budgeting Module, once there are budget details for Budgeting Module in the system.
    - Users are not allowed to update the effectiveness of Bookkeeping Module, once vouchers have been created under Bookkeeping Module.
    - Users are not allowed to update the effectiveness of Staff Cost Module, once there are payroll entries in Staff Cost Module.
    - Users are not allowed to update the effectiveness of Capital Asset Register Module, once Capital Asset Register payment vouchers have been created.
    - Users are not allowed to update the effectiveness of Sales and Stock Module, once Sales and Stock purchase / sales vouchers have been created.
    - Users are not allowed to update the effectiveness of Daily Collection Summary and Non-Recurrent Grant Modules, once there is transaction in that module.

Update School Accounting Information

📖 Function Description

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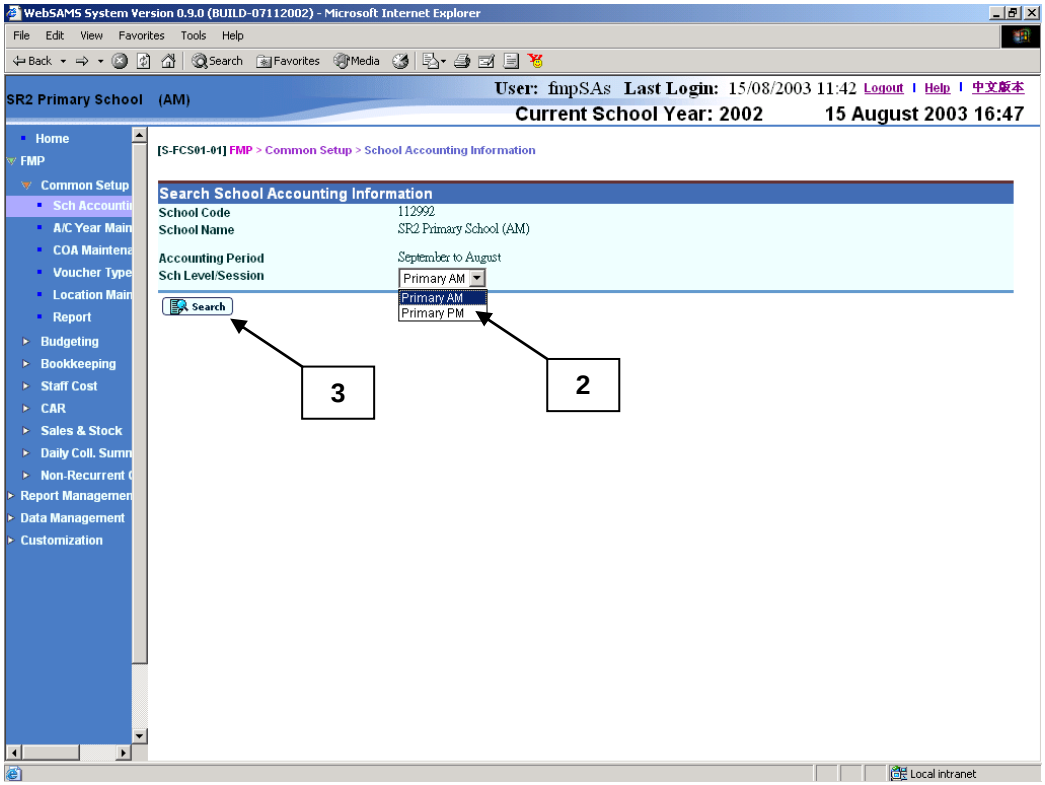
This function allows users to update school accounting information. Users may set the effective status of FMP modules, enter Last Accounting Year Used, or change the Budget Check Option by this update function.

Pre-requisites

1. Users have entered the school information under **School Management System**.
2. School Accounting Information has been created for new FMP school users.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Sch Accounting Info]** from the left menu.
2. Select the **School Level / Session** for entering School Accounting Information.
3. Click **[Search]** button. School Accounting Information of the selected school level / session will be displayed.



4. Amend the **School Accounting Information**, such as Initial and Last Accounting Year Used (fill in Last Accounting Year Used only when planning not to use FMP Module in a specified year and thereafter), Budget Check Option and Module's Effective Date.
5. To activate FMP modules, select modules by clicking the checkbox next to the module name and fill in **Effective Date**.
6. Click **[Save]** button.

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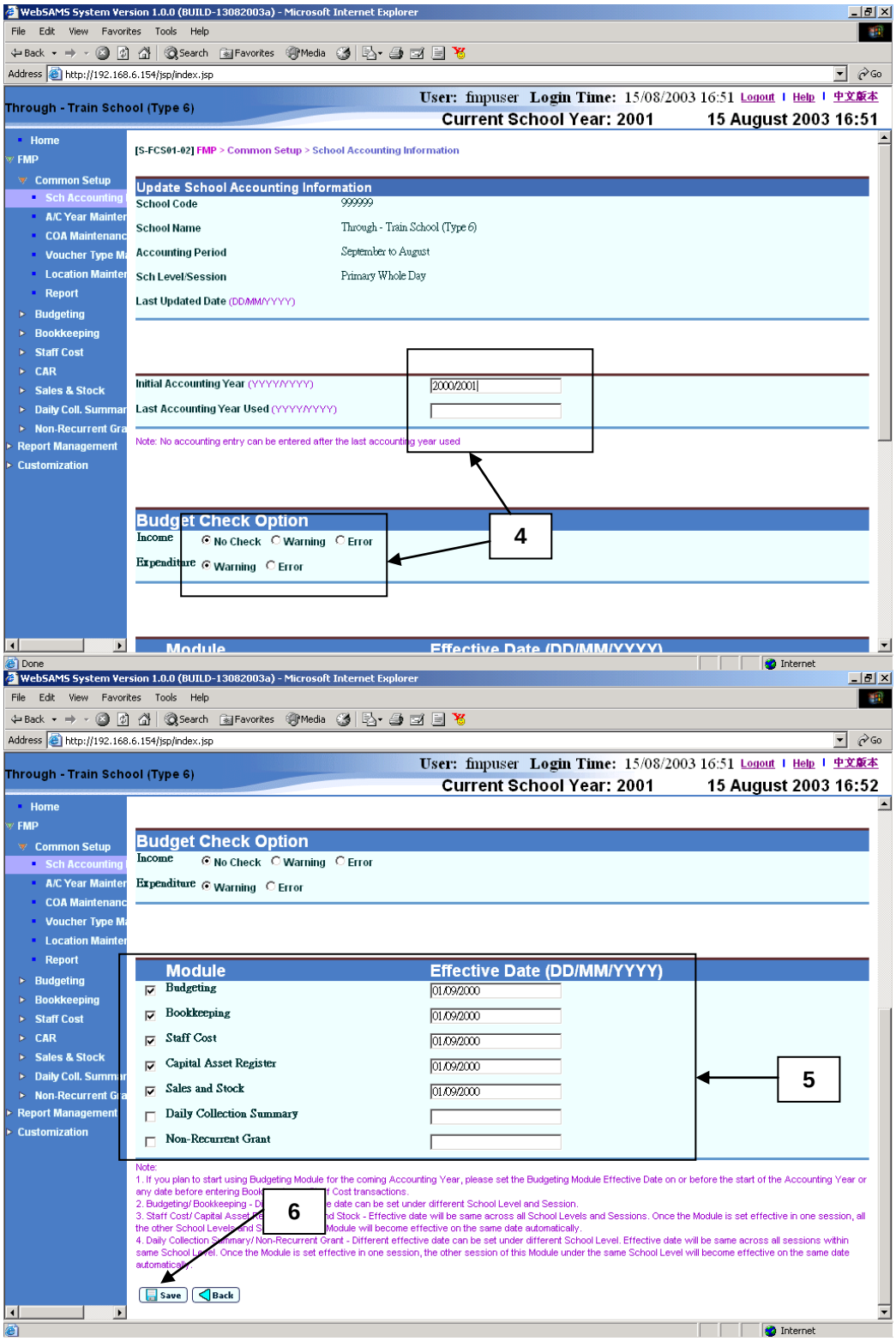
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Through - Train School (Type 6)
User: fmpuser Login Time: 15/08/2003 16:51 Logout Help 中文版本
Current School Year: 2001 15 August 2003 16:51
[S-FCS01-02] FMP > Common Setup > School Accounting Information
Update School Accounting Information
School Code 999999
School Name Through - Train School (Type 6)
Accounting Period September to August
Sch Level/Session Primary Whole Day
Last Updated Date (DD/MM/YYYY)
Initial Accounting Year (YYYY/YYYY) 2000/2001
Last Accounting Year Used (YYYY/YYYY)
Note: No accounting entry can be entered after the last accounting year used
Budget Check Option
Income No Check Warning Error
Expenditure Warning Error
4
Module Effective Date (DD/MM/YYYY)
Budgeting 01/09/2000
Bookkeeping 01/09/2000
Staff Cost 01/09/2000
Capital Asset Register 01/09/2000
Sales and Stock 01/09/2000
Daily Collection Summary
Non-Recurrent Grant
5
Note:
1. If you plan to start using Budgeting Module for the coming Accounting Year, please set the Budgeting Module Effective Date on or before the start of the Accounting Year or any date before entering Book Cost transactions.
2. Budgeting/ Bookkeeping - D date can be set under different School Level and Session.
3. Staff Cost/ Capital Asset nd Stock - Effective date will be same across all School Levels and Sessions. Once the Module is set effective in one session, all the other School Levels and S Module will become effective on the same date automatically.
4. Daily Collection Summary/ Non-Recurrent Grant - Different effective date can be set under different School Level. Effective date will be same across all sessions within same School Level. Once the Module is set effective in one session, the other session of this Module under the same School Level will become effective on the same date automatically.
6
Save
Back

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the school accounting information is saved with the updated details.

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2. Any change of Budget Check Option will be effective immediately when the system prompts “Record updated successfully.”.

📖 Notes

1. Please refer to Chapter 2.1 “Maintenance of School Accounting Information – Create School Accounting Information” – Notes Point 2 to 10.
2. When Initial Accounting Year is in display mode and not available for amendment, users are not allowed to create any accounting year before the Initial Accounting Year.

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2.2 Maintenance of Accounting Year and Accounting Month

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

Create Accounting Year

📖 Function Description

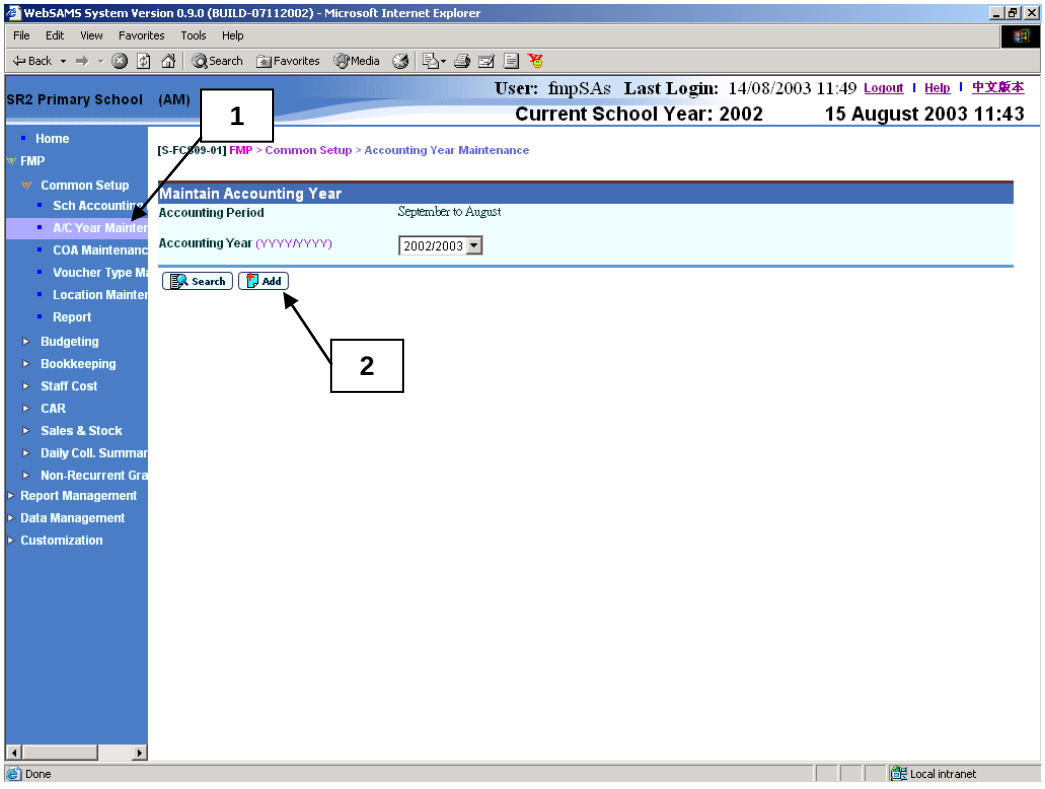
This function allows users to create new accounting year, which will be used in Bookkeeping, Budgeting, Staff Cost, Capital Asset Register and Sales and Stock Module. Depending on the Accounting Period selected at the first time setup, an Accounting Year is either from April to March, or September to August. When creating a new accounting year, all the twelve accounting months within the year plus an adjustment month will be created. The adjustment month is used to capture year-end adjustments.

📖 Pre-requisites

1. The Accounting Period, i.e. April to March or September to August, has been set in School Accounting Information.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Accounting Year Maintenance]** from the left menu.
2. Click **[Add]** button.



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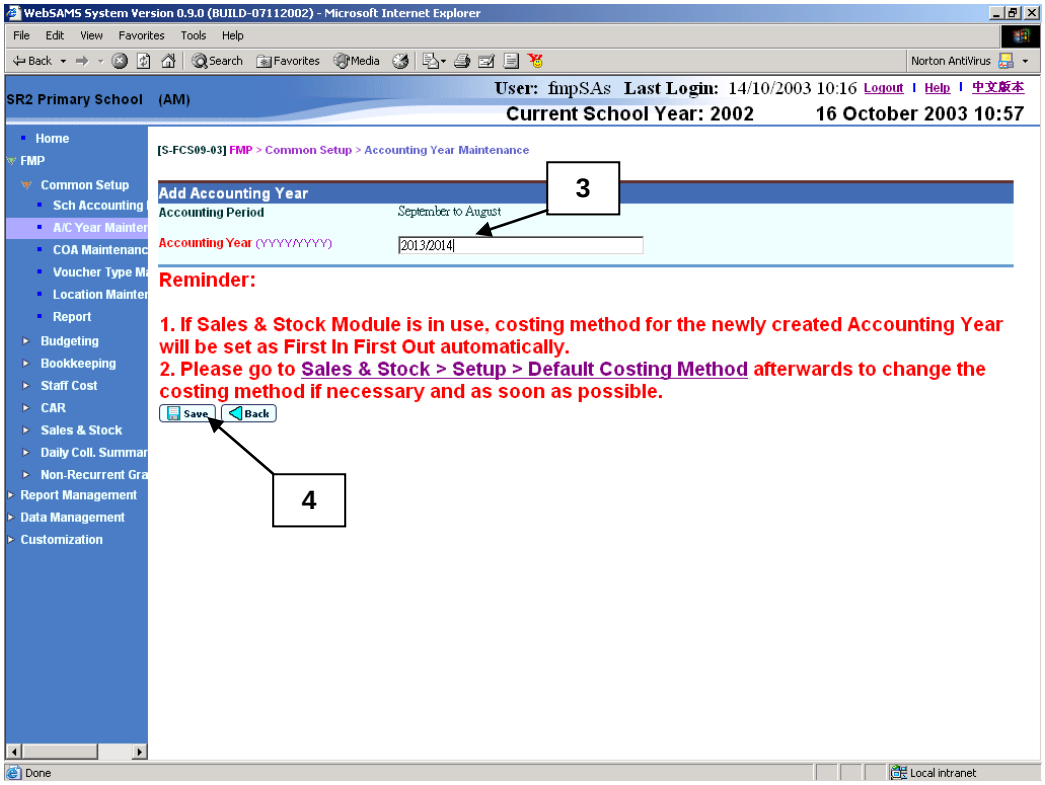
3. Fill in the new accounting year in the **Accounting Year** textbox.
4. Click **[Save]** button. The twelve accounting months within the year plus the adjustment month will be displayed. The default status of all the months is "Closed". For school with accounting period "September to August", the twelve months from September to August will be listed. For school with accounting period "April to March", the twelve months from April to March will be listed.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 14/10/2003 10:16 Logout Help 中文版本
Current School Year: 2002
16 October 2003 10:57
[S-FCS09-03] FMP > Common Setup > Accounting Year Maintenance
Add Accounting Year
Accounting Period
September to August
Accounting Year (YYYY/YYYY)
2013/2014
3
Reminder:
1. If Sales & Stock Module is in use, costing method for the newly created Accounting Year will be set as First In First Out automatically.
2. Please go to Sales & Stock > Setup > Default Costing Method afterwards to change the costing method if necessary and as soon as possible.
Save
Back
4
Done
Local intranet

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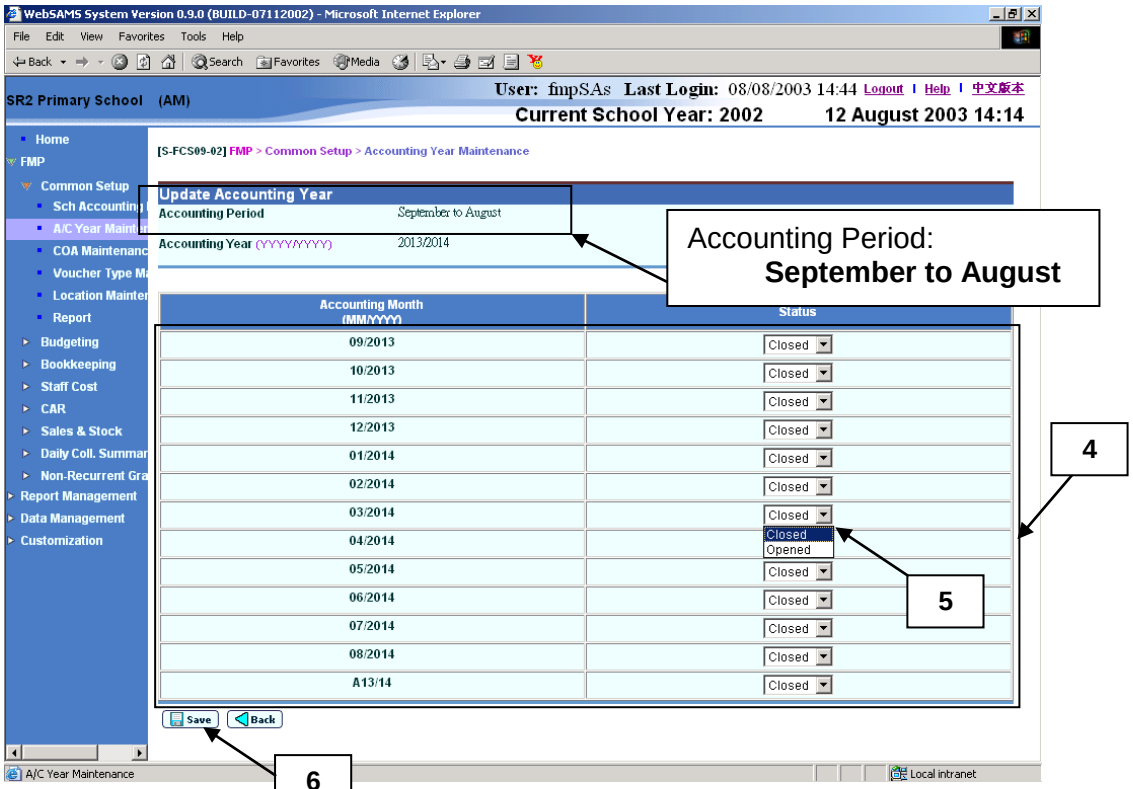

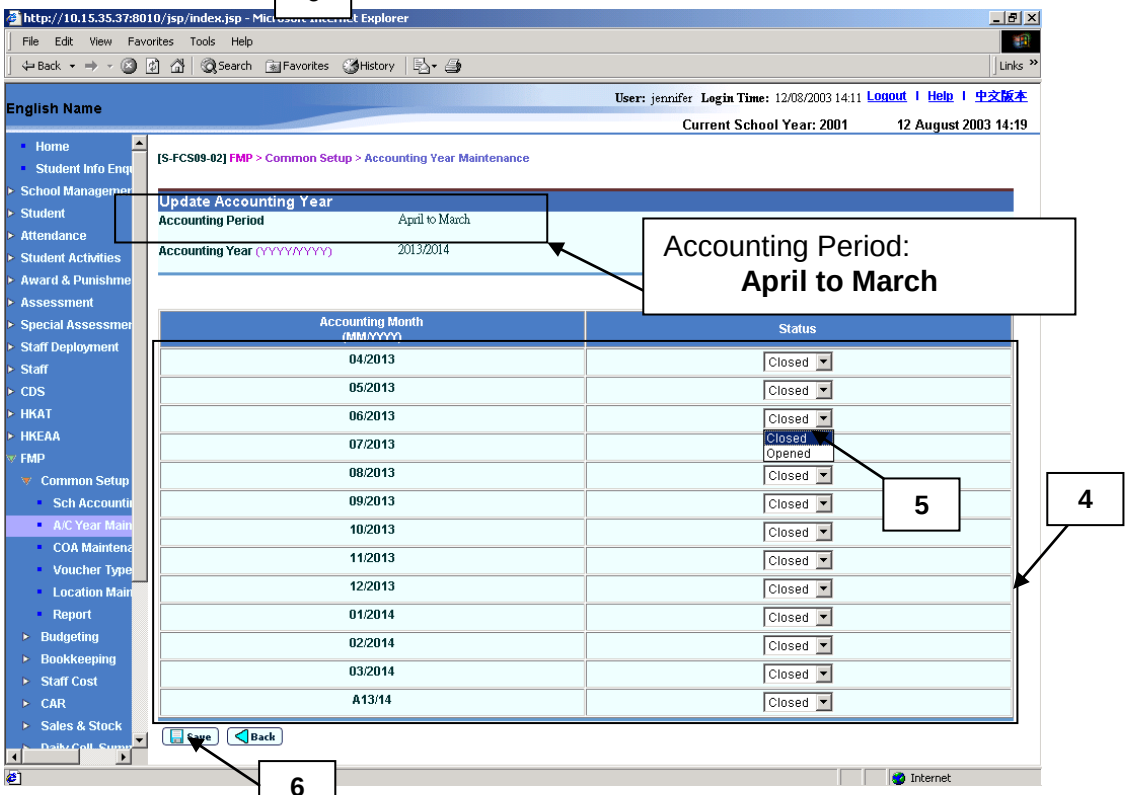

5. Users may open accounting months at this point, or in a later time. To open an accounting month, change the **Status** of the **Accounting Month** to "Opened". Opening of accounting month is required if Bookkeeping or Staff Cost Modules is in use.

6. Click **[Save]** button.

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📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the accounting year is saved with the updated details.
2. The status of the newly created accounting year in Bookkeeping Module will be set to “Opened”.
3. When creating a new accounting year in Common Setup Module, the accounting year in Sales and Stock Module will be set to “Opened” status by default. Users can start to maintain stock movement in that accounting year after having the costing method set. However, if the status of the following accounting year (if any) is already closed in Sales and Stock Module, then the status of the newly created accounting year in Sales and Stock Module will be set to “Closed”, i.e. considered as final year-end closed. For example:-
   a. If accounting year 2003/2004 in Sales and Stock Module is already “Closed”, then accounting year 2002/2003 will be set to “Closed” status in Sales and Stock Module upon creating the accounting year 2002/2003 afterwards.
   b. If accounting year 2007/2008 in Sales and Stock Module is already “Closed” before users create accounting year 2002/2003, and accounting year in between is not yet created, then accounting year 2002/2003 will be set to “Closed” status in Sales and Stock Module upon creating the accounting year 2002/2003.
   c. If accounting year 2007/2008 in Sales and Stock Module is already “Closed” and accounting year 2006/2007 is still “Opened”, then accounting year 2002/2003 will be set to “Opened” status in Sales and Stock Module upon creating the accounting year 2002/2003 afterwards.

   Under the above examples a & b, users cannot create any purchase and sales vouchers in Sales and Stock Module in the newly created accounting year 2002/2003 to maintain stock movement in that accounting year. However, users may create Sales and Stock Payment / Receipt Vouchers in the newly created accounting year 2002/2003 in Bookkeeping Module. These vouchers will be transmitted to Sales and Stock Module after voucher posting in Bookkeeping Module.
4. Users are allowed to proceed to Bookkeeping or Staff Cost Module to prepare vouchers or payroll for the months or proceed to Budgeting, Capital Asset Register or Sales and Stock Modules to prepare budget, asset or stock details for the accounting year.

📖 Notes

1. Twelve accounting months (September to August or April to March) plus an adjustment month will be generated by the system according to the accounting period specified. The status is “Closed” by default.
2. Adjustment month AYY/YY is used to capture year-end adjustments (e.g. Audit Adjustment). Users can capture audit adjustments as suggested by

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auditor separately in this extra adjustment month for easy identification of normal accounting entries for audit adjustments. The status is ”Closed” by default. In the above example in **User Procedures**, “A13/14” is the adjustment month of accounting year 2013/2014. The adjustment month format is the same for both accounting periods. Procedures for voucher creation in this adjustment month are identical to the other twelve months. Transactions in the adjustment month will be grouped together with other transactions in the last accounting month (i.e. March or August). However, it is optional for users to record year-end adjustment in adjustment month or last accounting month of an accounting year. Adjustment month is available only under Bookkeeping Module.

3. Only three accounting months can be opened concurrently within one accounting year. If the current accounting year is not yet finalized, users can keep the last accounting month (e.g. 08/2004) as “Opened”, while let the first accounting month (e.g. 09/2004) of the next accounting year be “Opened” to record new accounting year transactions.
4. If only Budgeting, Capital Asset Register, Sales and Stock, Daily Collection Summary or Non-Recurrent Grant Module is in use, there is no need to open any accounting month.
5. It is not allowed to close an accounting year via this function. Users have to perform Final Year End Closing in Bookkeeping Module if Bookkeeping Module is in use. It is not required to close the accounting year if Bookkeeping Module is not in use. However, users may need to close the Sales and Stock year if Sales and Stock Module is in use.

Maintain Accounting Month

📖 Function Description

This function allows users to open any of the existing accounting months. Users may open a closed accounting month via this function. However, no accounting month can be opened if the accounting year has been final closed. After opening an accounting month, vouchers can be created in Bookkeeping Module and payroll month can be opened in Staff Cost Module.

📖 Pre-requisites

1. Accounting Year has been created.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Accounting Year Maintenance]** from the left menu.
2. All the existing accounting years will be listed in the drop-down list box. Select the **Accounting Year**.
3. Click **[Search]** button. Status of all the accounting months will be displayed.

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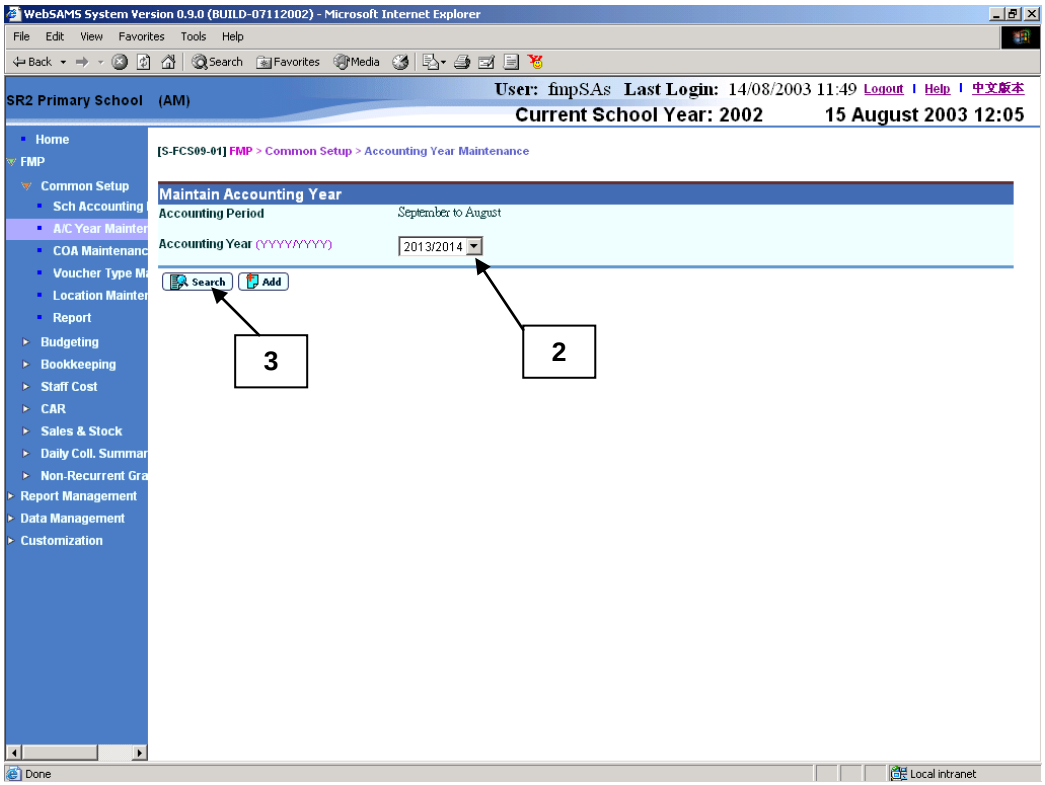
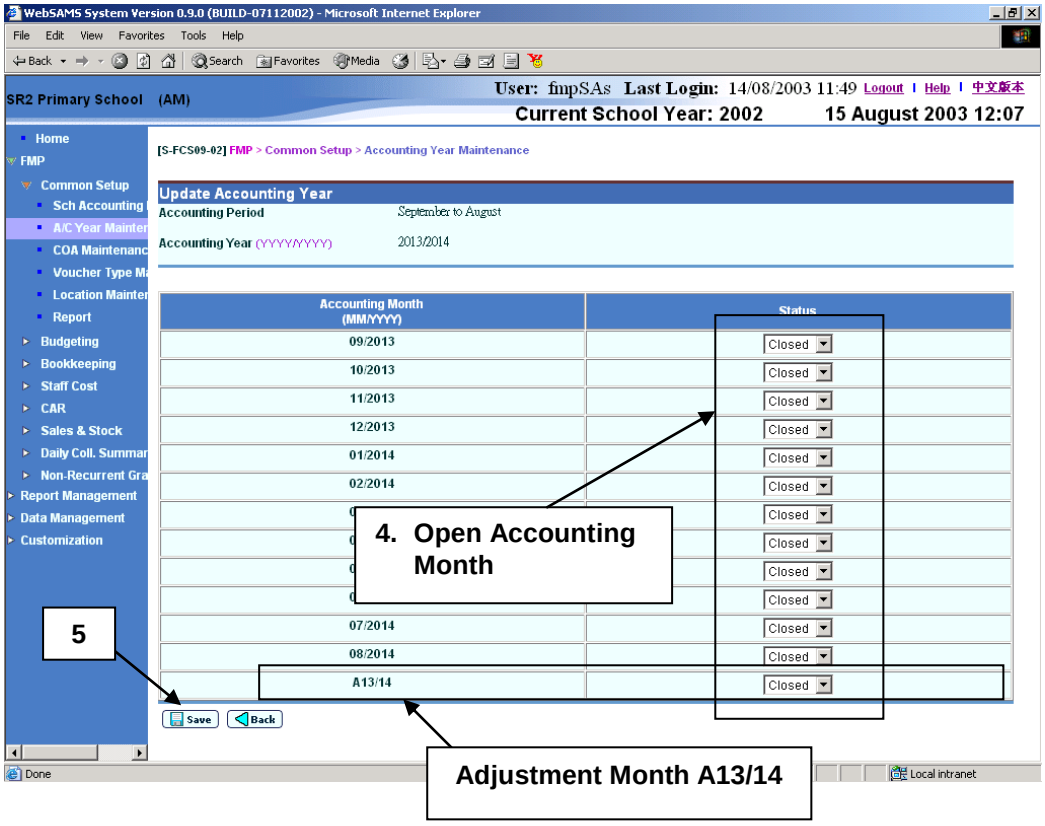

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 14/08/2003 11:49 Logout | Help | 中文版本
Current School Year: 2002 15 August 2003 12:05
[S-FCS09-01] FMP > Common Setup > Accounting Year Maintenance
Maintain Accounting Year
Accounting Period September to August
Accounting Year (YYYY/YYYY) 2013/2014
Search
Add
3
2

4. Change the **Status** of the **Accounting Month** to “Opened”.

5. Click **[Save]** button.



📖 Post-effects

1. Selected accounting months will be opened.
2. Users are allowed to proceed to Bookkeeping Module to create vouchers or Staff Cost Module to open payroll month for preparing payroll.

📖 Notes

1. Adjustment month AYY/YY is used to capture year-end adjustments (e.g. Audit Adjustment). Users can capture audit adjustments as suggested by auditor separately in this extra adjustment month for easy identification of normal accounting entries for audit adjustments. The status is ”Closed” by default. In the above example in **User Procedures**, “A13/14” is theadjustment month of accounting year 2013/2014. The adjustment month format is the same for both accounting periods. Procedures for voucher creation in this adjustment month are identical to the other twelve months. Transactions in the adjustment month will be grouped together with other transactions in the last accounting month (i.e. March or August). However, it is optional for users to record year-end adjustment in adjustment month or last accounting month of an accounting year. Adjustment month is available only under Bookkeeping Module.
2. Only three accounting months can be opened concurrently within one accounting year. If the current accounting year is not yet finalized, users can keep the last accounting month (e.g. 08/2004) as “Opened”, while let the first accounting month (e.g. 09/2004) of the next accounting year be “Opened” to record new accounting year transactions.
3. If only Budgeting, Capital Asset Register, Sales and Stock, Daily Collection Summary or Non-Recurrent Grant Module is in use, there is no need to open any accounting month.
4. It is not allowed to close an accounting month via this function. Users may choose to close an accounting month via Payroll Month function in Staff Cost Module if Bookkeeping Module is not in use, or via Month End function in Bookkeeping Module if Bookkeeping Module is in use as well.
5. Vouchers created in Bookkeeping or Staff Cost Module during re-opening of an accounting month can be retrieved in “List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)” report in Bookkeeping Module.

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2.3 COA Maintenance

2.3.1 EDB-Defined Code

Function Description

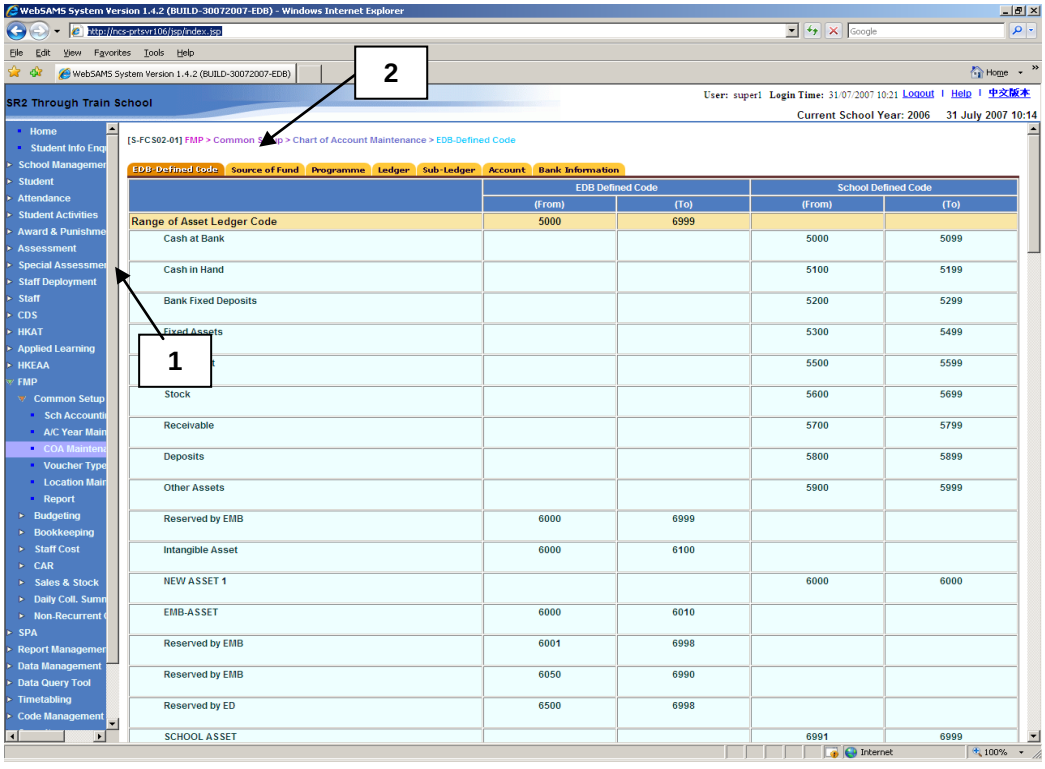
This function allows users to check the code range of Ledger / Sub-Ledger / Account Code defined by EDB and the school. This range is maintained by EDB. Any change will be sent to the school via CDS.

Pre-requisites

1. The initial setting has been done by EDB and propagated to the school.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. **EDB-Defined Code** page is displayed by default. Users should click **[EDB-Defined Code]** tab if they have switched to other functions in COA Maintenance.



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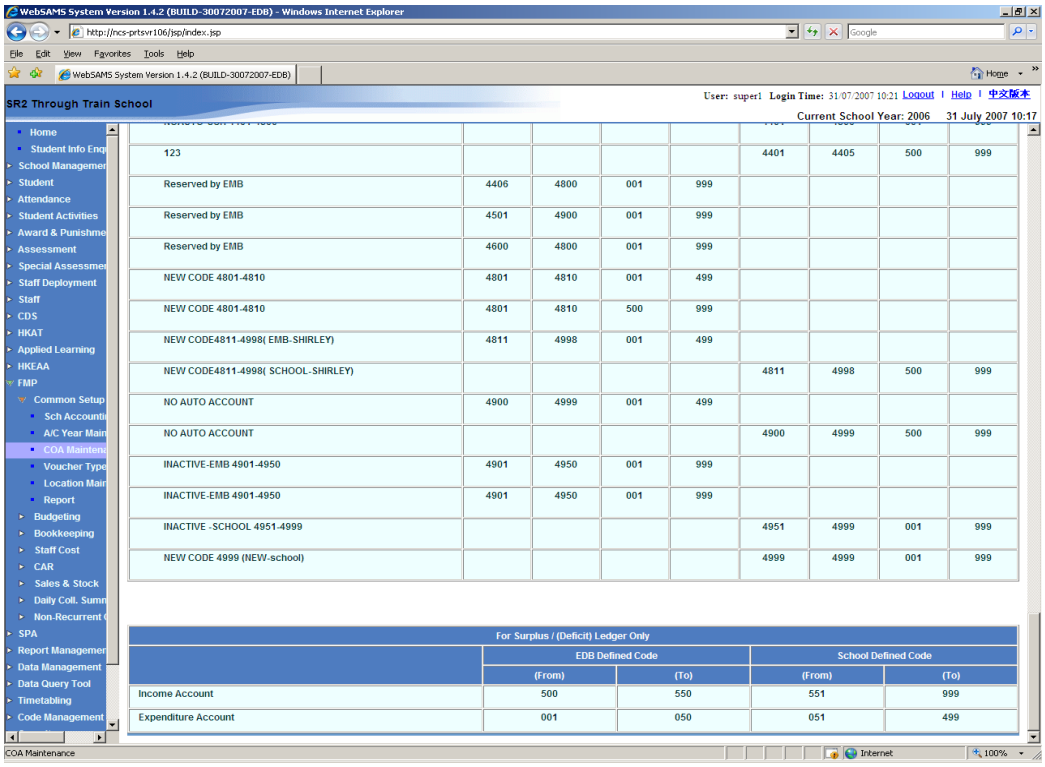
WebSAMS System Version 1.4.2 (BUILD-30072007-EDB) - Windows Internet Explorer
SR2 Through Train School
User: super1 Login Time: 31/07/2007 10:21 Logout | Help | 中文版本
Current School Year: 2006 31 July 2007 10:17
123 4401 4405 500 999
Reserved by EMB 4406 4800 001 999
Reserved by EMB 4501 4900 001 999
Reserved by EMB 4600 4800 001 999
NEW CODE 4801-4810 4801 4810 001 499
NEW CODE 4801-4810 4801 4810 500 999
NEW CODE4811-4998(EMB-SHIRLEY) 4811 4998 001 499
NEW CODE4811-4998(SCHOOL-SHIRLEY) 4811 4998 500 999
NO AUTO ACCOUNT 4900 4999 001 499
NO AUTO ACCOUNT 4900 4999 500 999
INACTIVE-EMB 4901-4950 4901 4950 001 999
INACTIVE-EMB 4901-4950 4901 4950 001 999
INACTIVE - SCHOOL 4951-4999 4951 4999 001 999
NEW CODE 4999 (NEW-school) 4999 4999 001 999
For Surplus / (Deficit) Ledger Only
EDB Defined Code
School Defined Code
(From) (To) (From) (To)
Income Account 500 550 551 999
Expenditure Account 001 050 051 499

Post-effects

1. EDB-defined code range will be displayed.

Notes

1. The range of Ledger Code / Sub-Ledger Code / Account Code will be displayed. The initialization of account will enable the school to maintain Chart of Account.
2. The range of Ledger Code / Sub-Ledger Code / Account Code can be updated by EDB via CDS.
3. Any change to the code range “Reserved by EDB” will be sent to school via CDS.
4. Ledger Code / Sub-Ledger Code / Account Code can be updated by EDB and sent to the school via CDS.
5. Asset / Liability Ledger Code consists of 5 bytes, which is formed by Source of Fund Code (1 byte) + Ledger Code (4 bytes).
6. Income / Expenditure Account Code consists of 11 bytes, which is formed by Source of Fund Code (1 byte) + Ledger Code (4 bytes) + Sub-Ledger Code (3 bytes) + Account Code (3 bytes).

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2.3.2 Source of Fund

Add Source of Fund

📖 Function Description

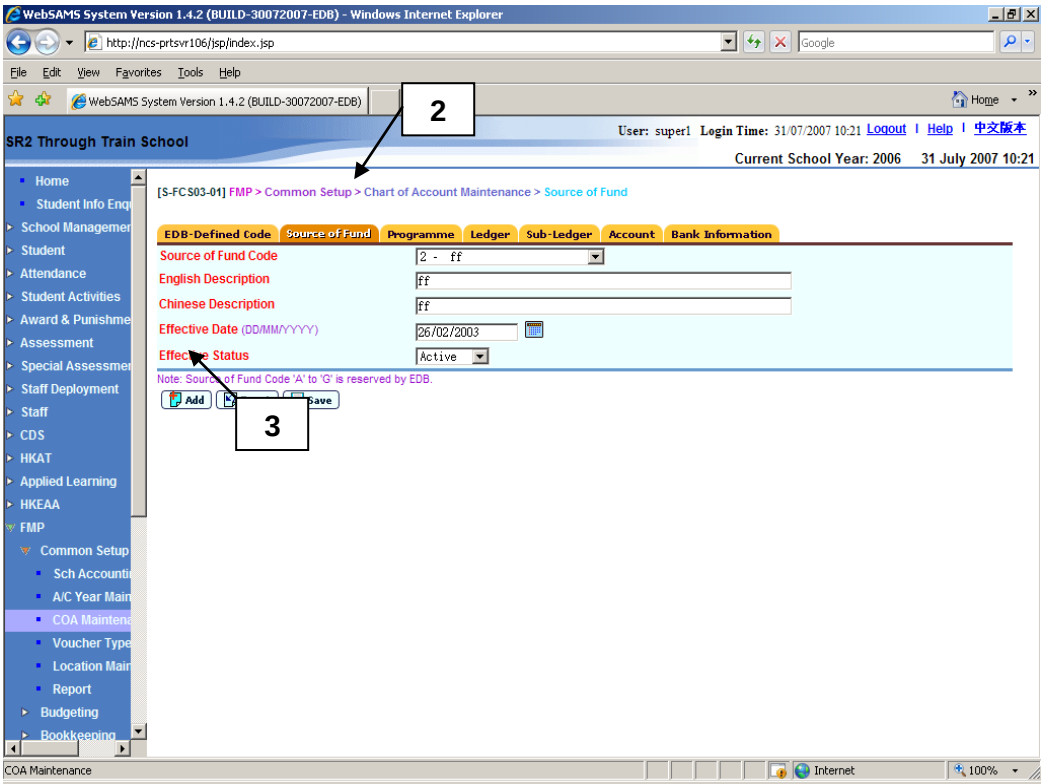
This function allows users to create a new source of fund. When users want to allocate fund to different fund source, source of fund code can be created. For example, source of fund code 'Q' is created for Quality Education Fund. Consequently, ledger, sub-ledger and account codes can be created under the newly created source of fund code for fund allocation.

📖 Pre-requisites

1. Source of Fund Code 'G'- General Operating Fund has been preloaded.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Source of Fund]** tab.
3. Click **[Add]** button. **Add Source of Fund Details** page will be displayed.



4. Enter the new **Source of Fund** information.
5. Click **[Save]** button.

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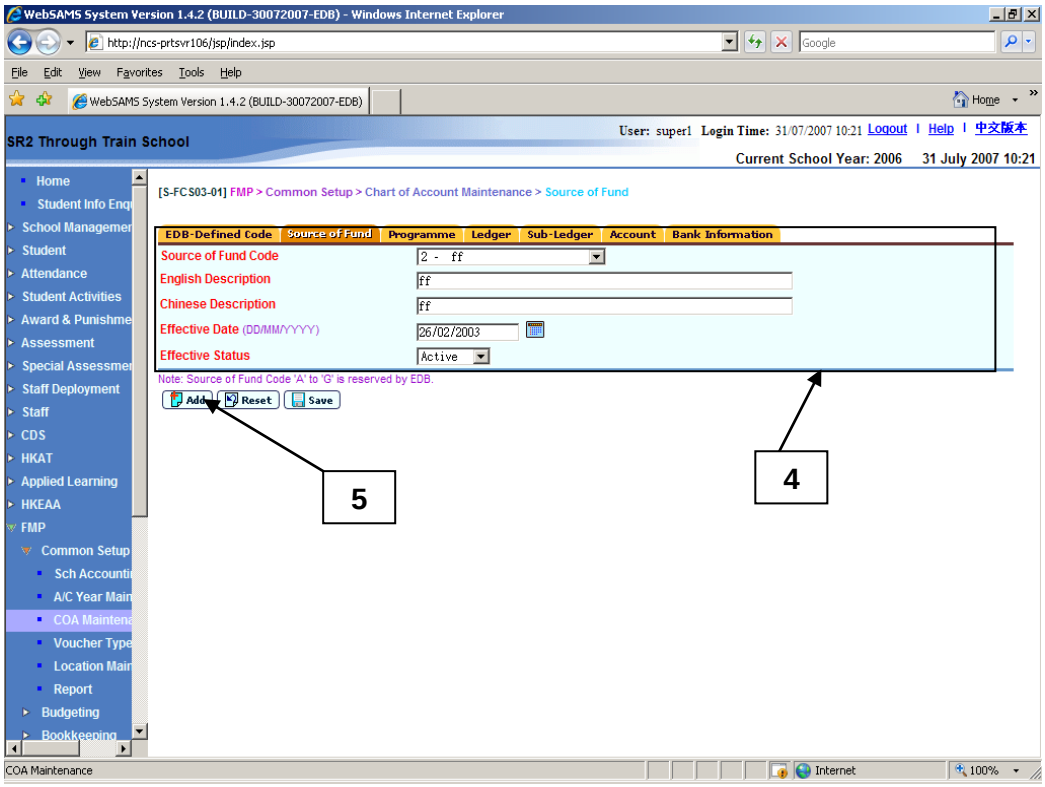

📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new source of fund is saved.

📖 Notes

1. Source of Fund Code should be alphanumeric only.
2. Source of Fund Code ‘A’ to ‘G’ is reserved by EDB.
3. Duplicated Source of Fund Code is not allowed.
4. Source of Fund Code, English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.
5. Changes to the Source of Fund’s effectiveness will be propagated down to the related Ledger Code, Sub-Ledger Code and Account Code. That is, if users change the Effective Date and Effective Status of Source of Fund, then the Effective Date and Effective Status of all of its related Ledger, Sub-Ledger and Account will have the same change automatically.
6. Users are not allowed to delete source of fund once it has been created.
7. Separate books of accounts can be maintained under individual source of fund code. Users can print out one book of accounts by selecting the source of fund under Bookkeeping Module.
8. Most of the Annual Accounts Reports (Bookkeeping Module) are hardcoded based on Source of Fund Code ‘G’. That is, Source of Fund Code other than

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'G', such as 'Q' for Quality Education Fund, will not be included in the Annual Accounts Reports under Bookkeeping Module.

9. Pre-set account codes prepared by EDB are all under Source of Fund Code 'G'.

Update Source of Fund

📖 Function Description

This function allows users to update an existing source of fund. Users may choose to inactivate a source of fund if it is no longer in use. Changes to the Source of Fund's effectiveness will be propagated down to the related Ledger Code, Sub-Ledger Code and Account Code.

📖 Pre-requisites

1. Source of Fund must exist.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Source of Fund]** tab.
3. Select an existing **Source of Fund Code** from the drop-down list box. Details of the selected Source of Fund will be displayed.
4. Amend the **Source of Fund** information.
5. Click **[Save]** button.

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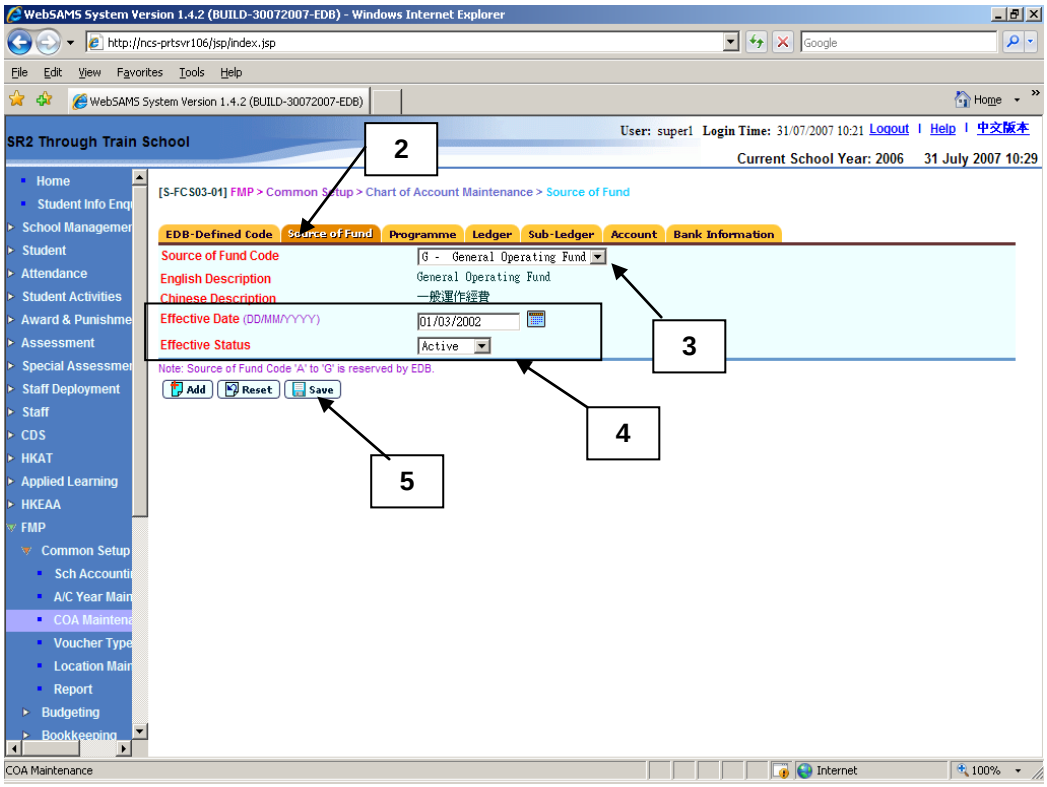

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the source of fund is saved with the updated details.

Notes

1. English Description and Chinese Description can only be amended if the selected source of fund code is defined by school (i.e. cannot be amended for Source of Fund Code ‘A’ to ‘G’).
2. English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.
3. Changes to the Source of Fund’s effectiveness will be propagated down to the related Ledger Code, Sub-Ledger Code and Account Code. That is, if users change the Effective Date and Effective Status of Source of Fund, then the Effective Date and Effective Status of all of its related Ledger, Sub-Ledger and Account will have the same change automatically.

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2.3.3 Programme

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

Add Programme

📖 Function Description

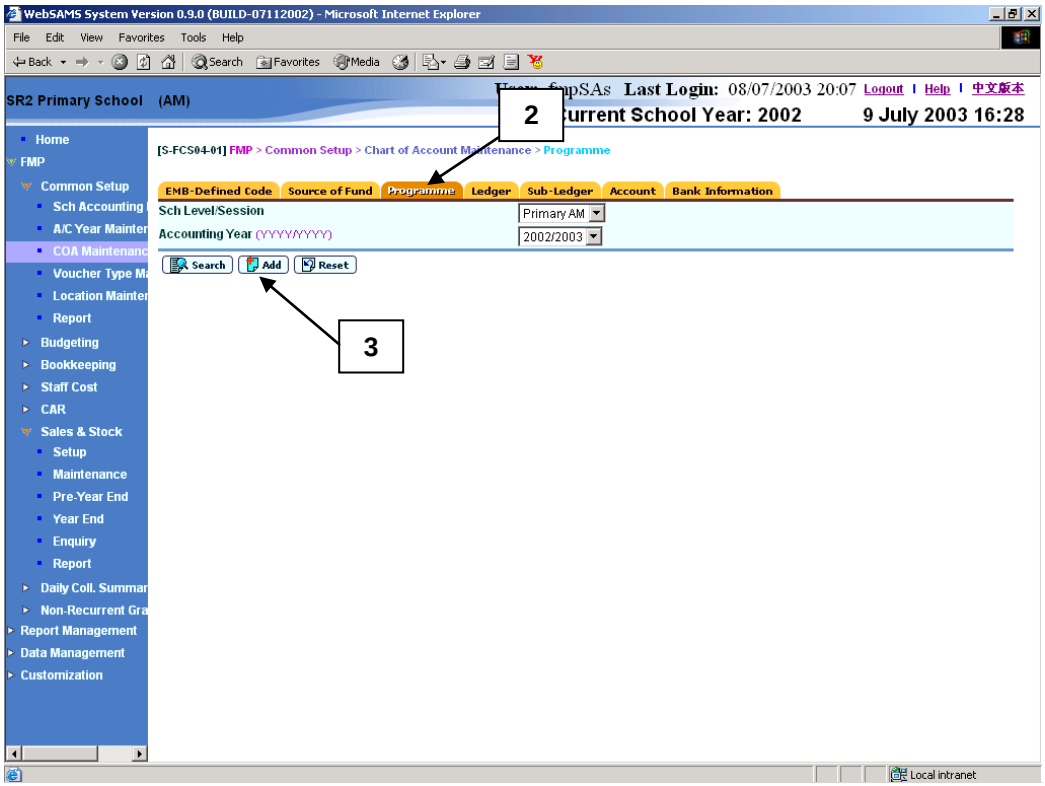
This function allows users to create a new programme, which aims to classify expenditure into programme level. Programme will be used in Bookkeeping, Budgeting and Staff Cost Modules. Each of the school levels / sessions and accounting years will have its own set of programmes.

📖 Pre-requisites

1. Accounting year has been created.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Programme]** tab.
3. Click **[Add]** button. **Add Programme Details** page will be displayed.



4. Enter the new **Programme** information.
5. Click **[Save]** button.

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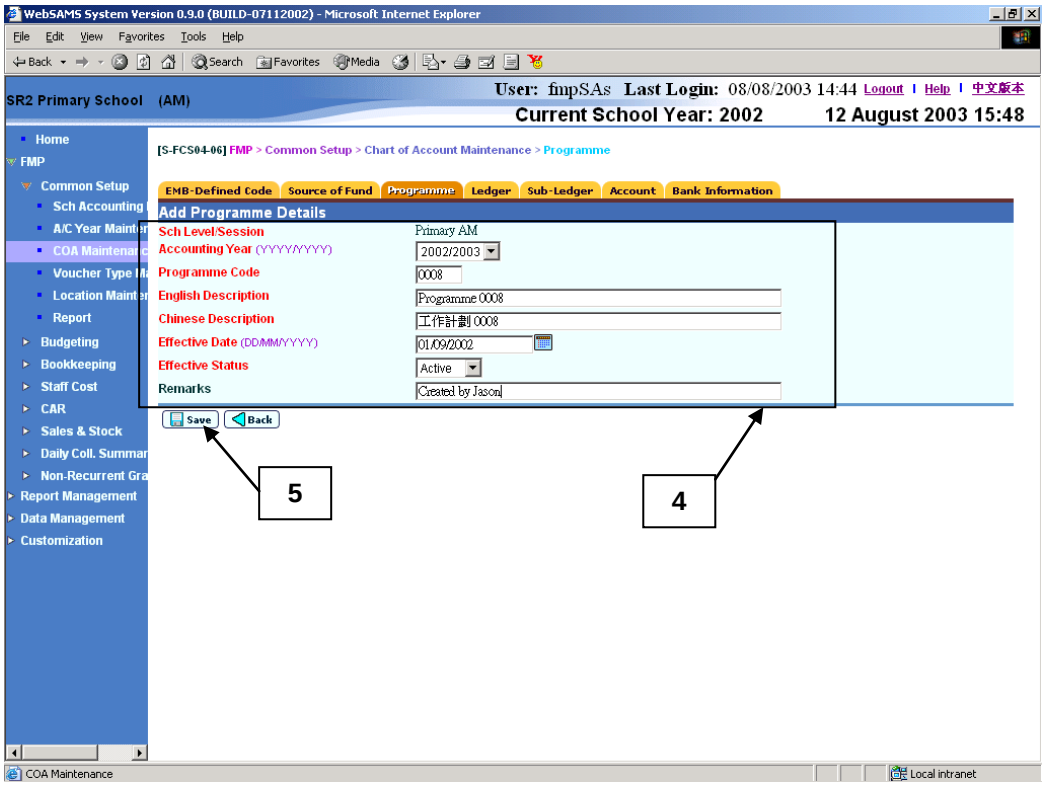
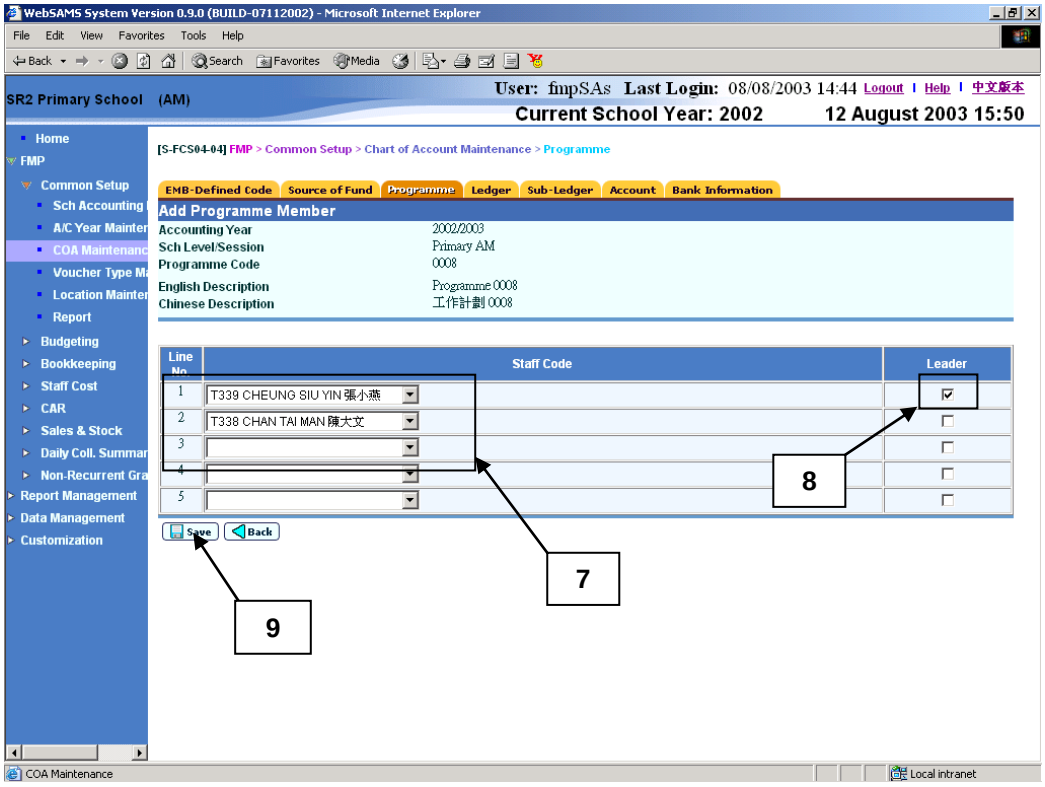


6. The **Add Programme Member** page will be displayed. A maximum of 5 programme members can be assigned at a time.
7. Add Programme Member by selecting from the **Staff Code** drop-down list box.
8. Select **Leader** for that programme.



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9. Click **[Save]** button.

📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully", the information of the new programme member is saved.

📖 Notes

1. Default programme “WFMP – Administration Programme” will be created for each of the school levels / sessions of the accounting year when creating a new accounting year.
2. Programme Code must consist of 4 alphanumeric characters.
3. School Level / Session, Accounting Year, Programme Code, English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.
4. Warning messages will be prompted if there is any error and users will be advised to rectify the error before proceeding. Warnings occur under the following scenarios:
   - No programme member is selected.
   - Programme leader is not appointed.
5. Maintenance of Programme will perform staff synchronization automatically if Staff Cost Module is not effective. If Staff Cost Module is effective, staff synchronization will be performed automatically in Staff Cost Module.
6. For bi-sessional and through-train schools, users have to prepare budget for each of the school levels / sessions of an accounting year under Budgeting Module and may require to create programme under each individual school level / session.

Update Programme

📖 Function Description

This function allows users to update an existing programme. For example, users may want to change the leader of a programme or update the effectiveness of certain programmes via this function. Users may set the effective status to “Inactive” if the programme is no longer in use.

📖 Pre-requisites

1. Programme of the selected accounting year must exist.

🖱 User Procedures

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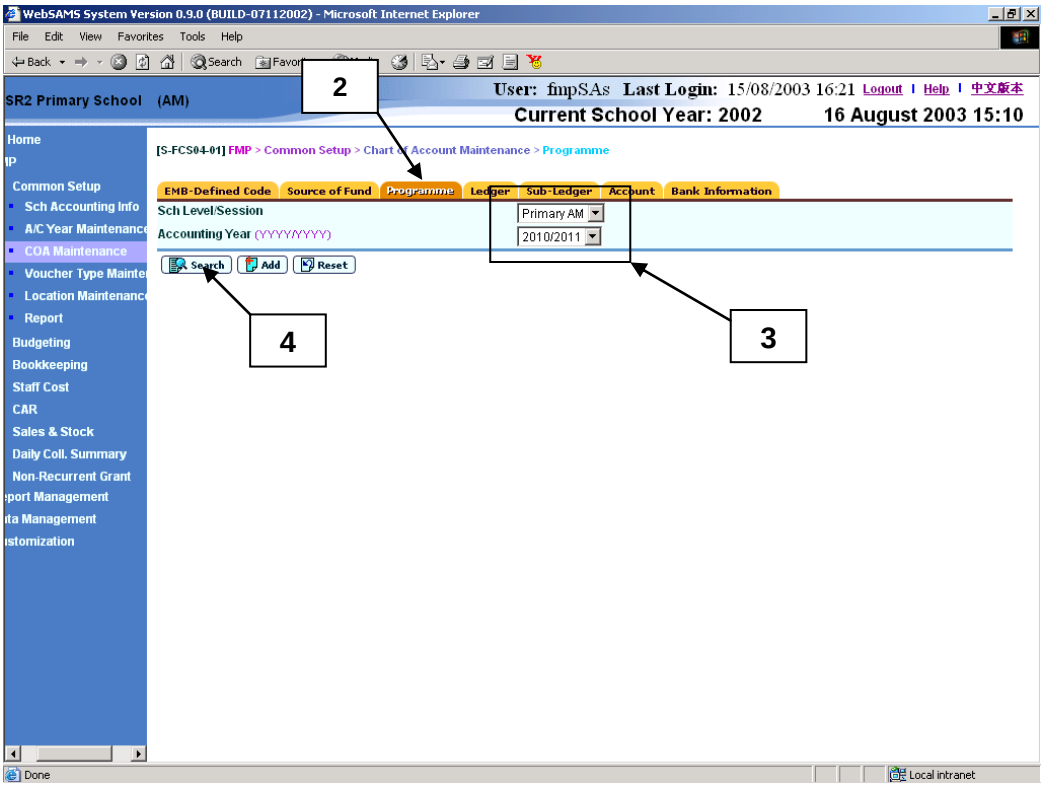
1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Programme]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched programmes will be displayed.



5. View / edit a programme by clicking the **Programme Code** link.

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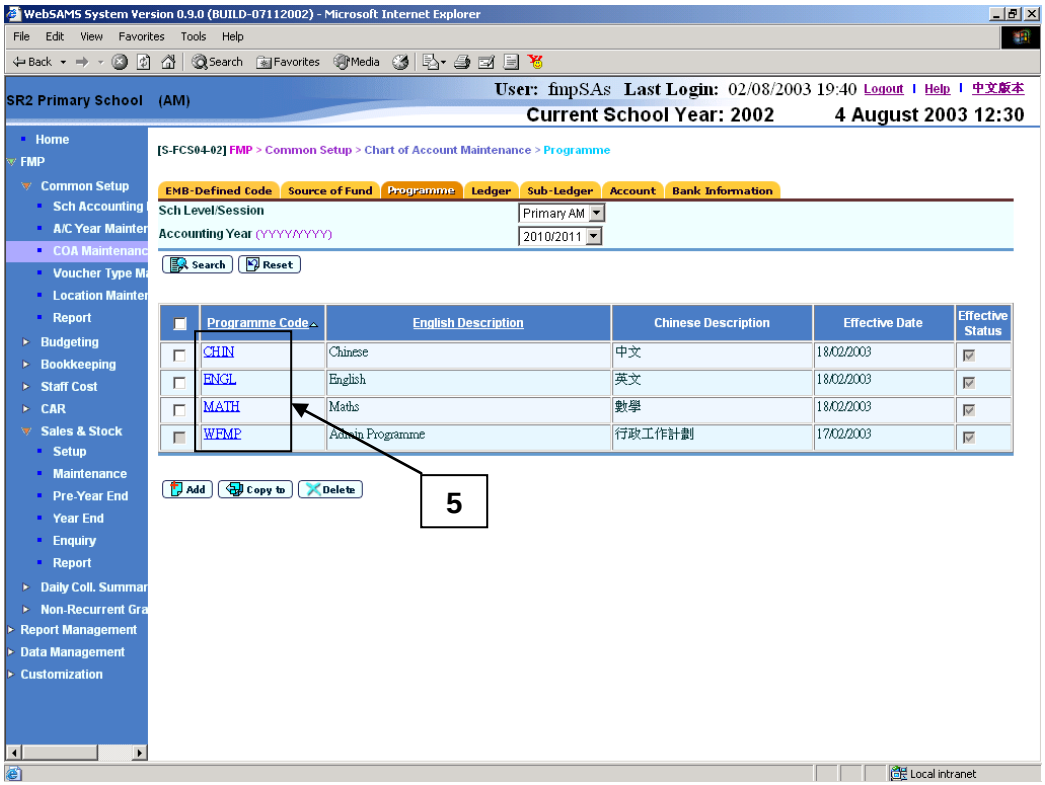
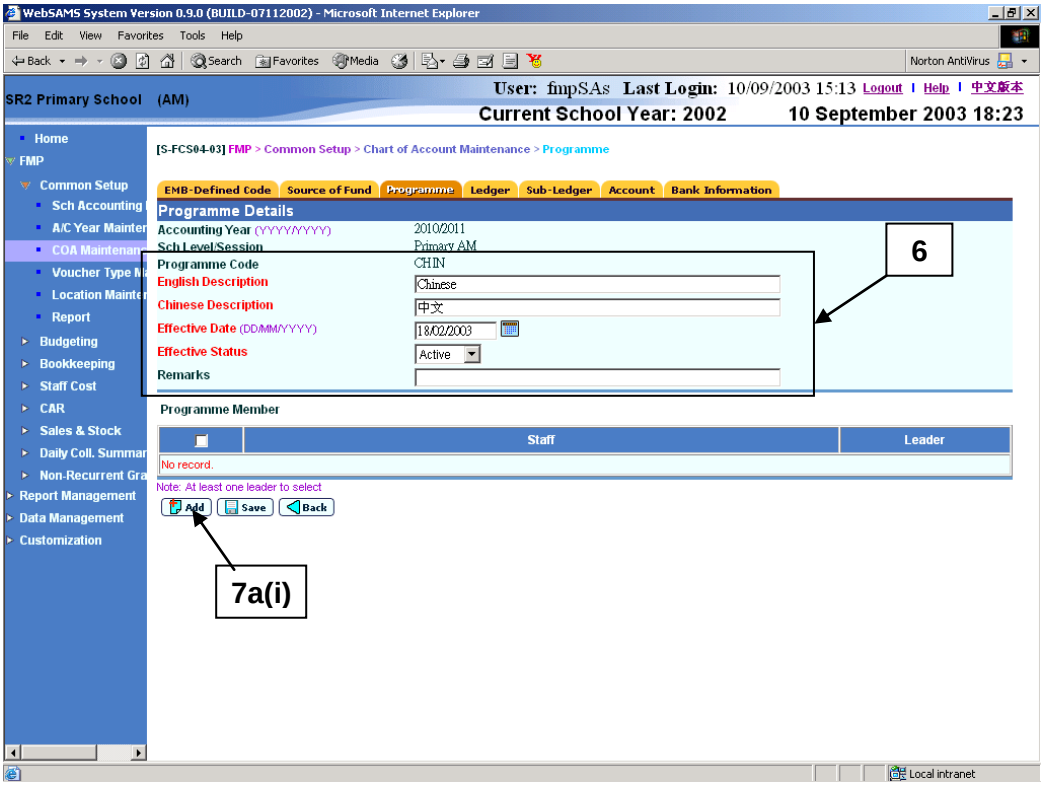


6. Amend the programme information in **Programme Details** table.

7. Users may perform the following processes to maintain **Programme Member**:

   a. To add a new programme member, (i) click **[Add]** button, and (ii) select the staff members to be added by selecting from the **Staff Code** drop-down list box, and then (iii) click **[Save]** button.



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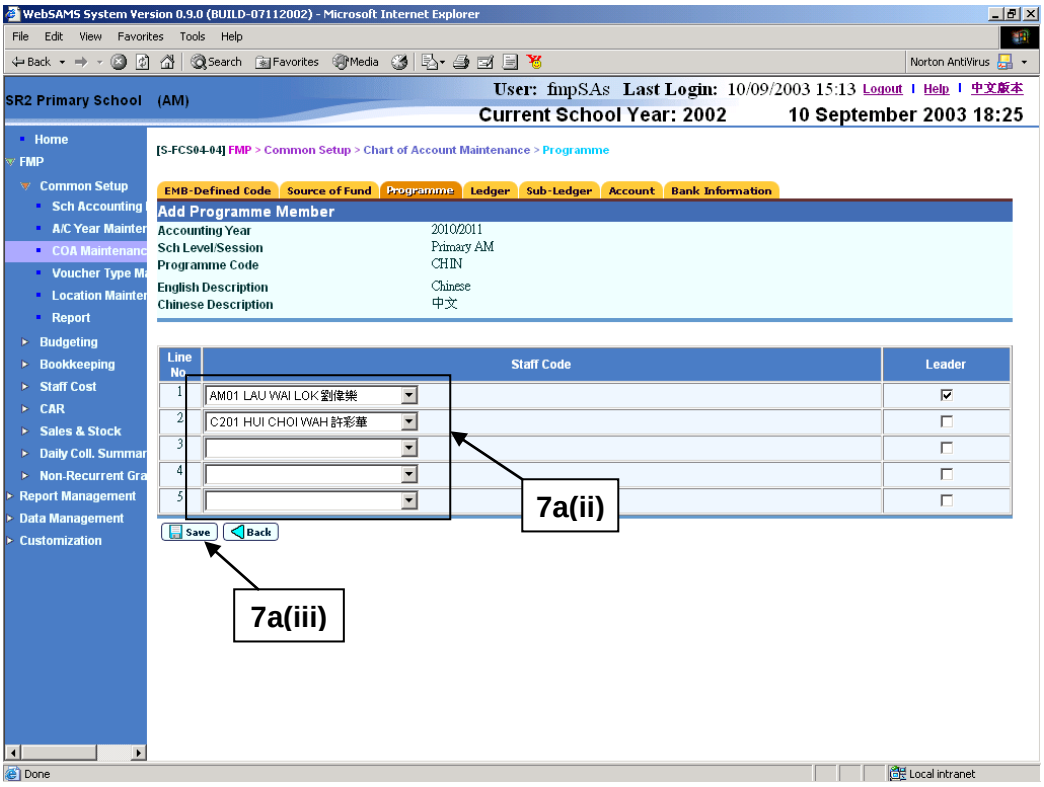
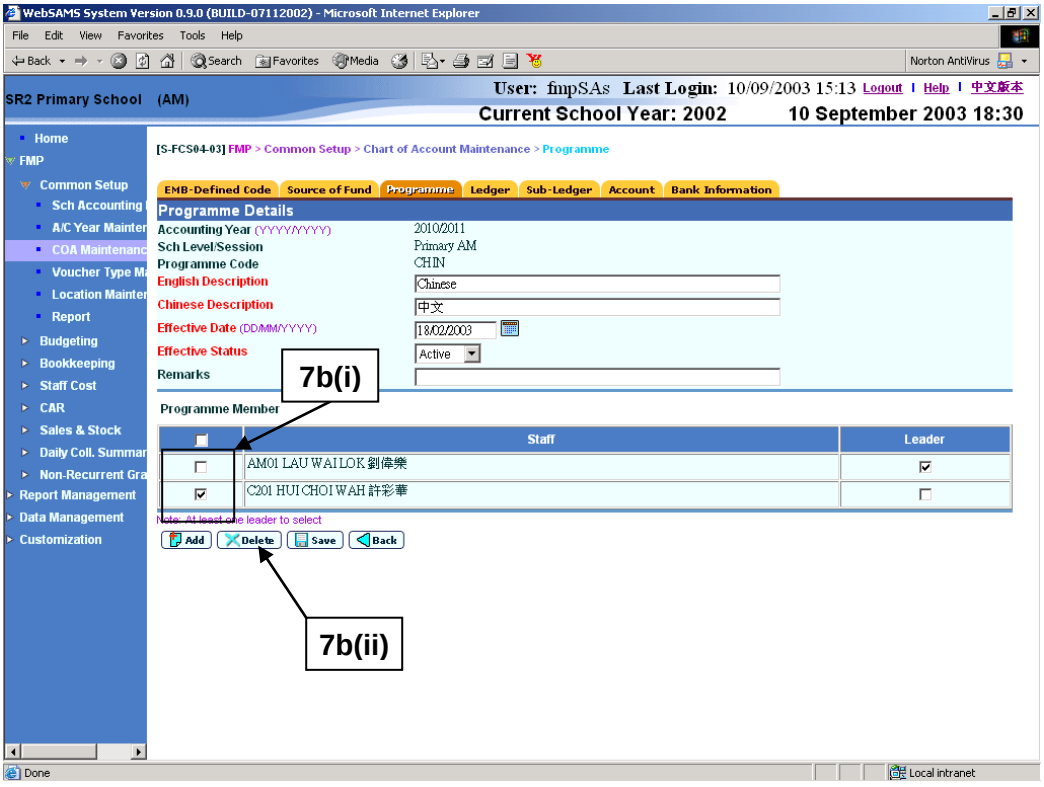

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 10/09/2003 15:13 Logout Help 中文版本
Current School Year: 2002 10 September 2003 18:25
[S-FCS04-04] FMP > Common Setup > Chart of Account Maintenance > Programme
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Add Programme Member
Accounting Year 2010/2011
Sch Level/Session Primary AM
Programme Code CHIN
English Description Chinese
Chinese Description 中文
Line No
Staff Code
Leader
AM01 LAU WAI LOK 劉偉樂
C201 HUI CHOI WAH 許彩華
7a(ii)
Save
Back
7a(iii)

b. To remove a programme member, (i) select the programme member by clicking the checkbox next to the **Staff Code**, and (ii) click **[Delete]** button to remove the selected programme member from the programme. Users can select one or more programme members to be deleted at the same time.



8. Click **[Save]** button.

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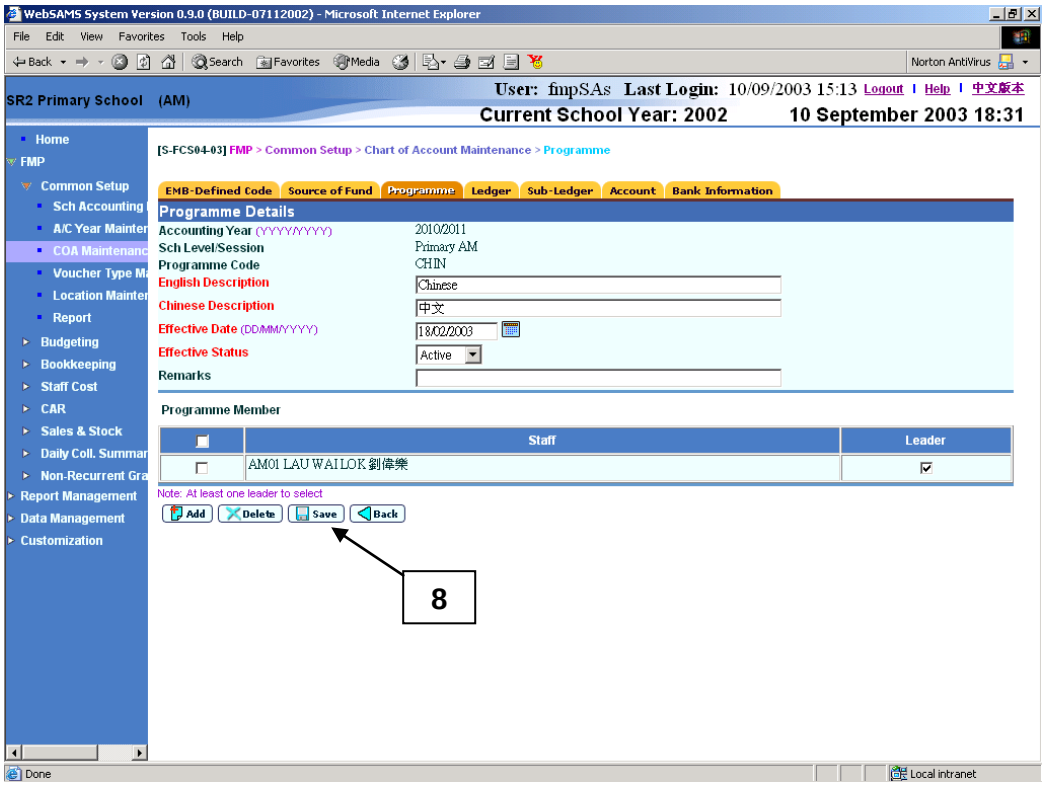
WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 10/09/2003 15:13 Logout | Help | 中文版本
Current School Year: 2002 10 September 2003 18:31
[S-FCS04-03] FMP > Common Setup > Chart of Account Maintenance > Programme
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Programme Details
Accounting Year (YYYY/YYYY) 2010/2011
Sch Level/Session Primary AM
Programme Code CHIN
English Description Chinese
Chinese Description 中文
Effective Date (DD/MM/YYYY) 18/02/2003
Effective Status Active
Remarks
Programme Member
Staff
Leader
AM01 LAU WAILOK 劉偉樂
Note: At least one leader to select
Add Delete Save Back
8

📖 Post-effects

1. **Add Programme Member (User Procedure 7a)**

   When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the information of the programme is saved with the members added.

2. **Delete Programme Member (User Procedure 7b)**

   When the **[Delete]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information. When the system prompts "Record(s) deleted successfully.", the information of the programme is saved with the updated details.

3. **Save Programme Details (User Procedure 8)**

   When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information. When the system prompts “Record updated successfully.”, the information of the programme is saved with the updated details.

📖 Notes

1. Warning messages will be prompted if there is any error and users will be advised to rectify the error before proceeding. Warnings occur under the following scenarios:

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- No Programme member is selected.
- Programme leader is not appointed.

2. Maintenance of Programme will perform staff synchronization automatically if Staff Cost Module is not effective. If Staff Cost Module is effective, staff synchronization will be preformed automatically in Staff Cost Module.
3. For administration programme “WFMP”, users are not allowed to amend English Description, Chinese Description, Effective Date and Effective Status.

Delete Programme

📖 Function Description

This function allows users to delete an existing programme if no module is referencing to this programme. Alternatively, if the programme is no longer in use, users may update the programme and set the effective status to “Inactive”.

📖 Pre-requisites

1. Programme of the selected accounting year must exist.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Programme]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of programmes will be displayed.

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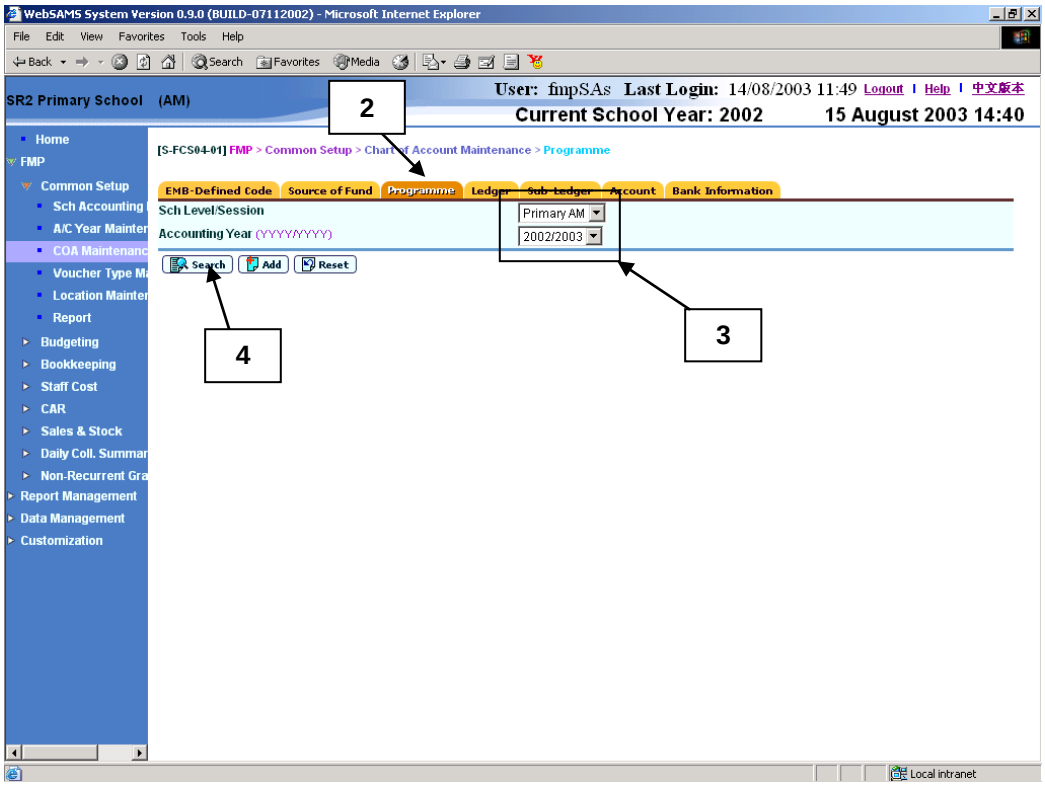
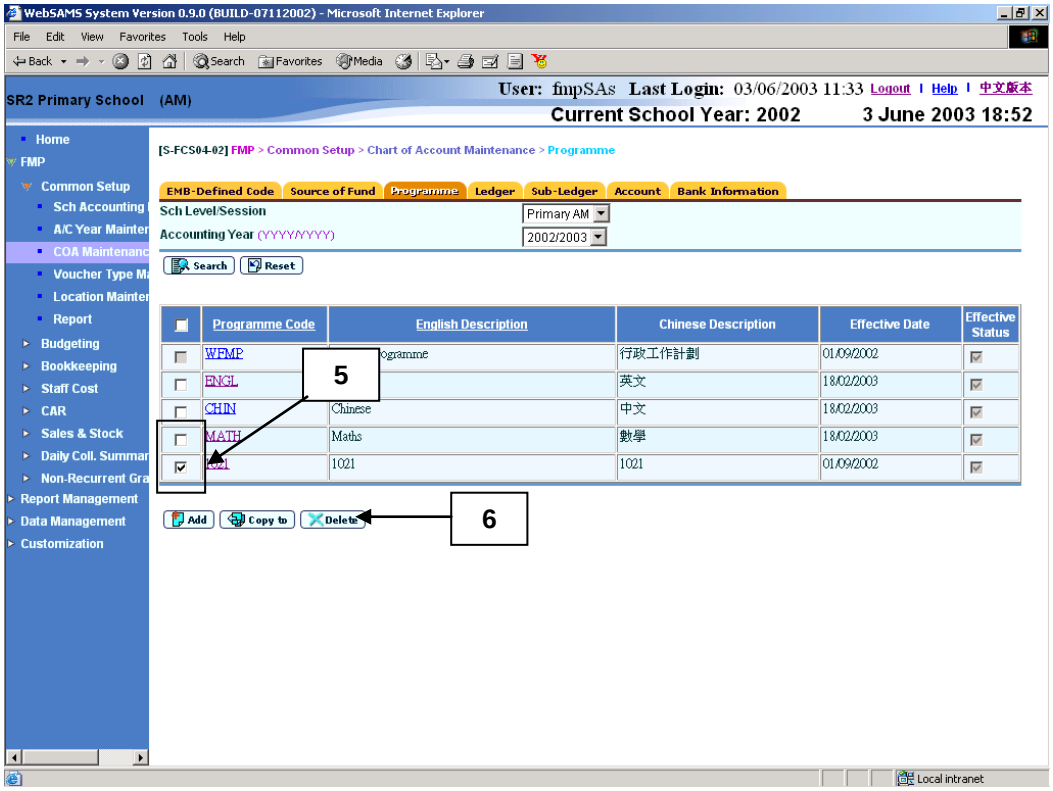


5. Select a programme by clicking the checkbox next to the **Programme Code**. Users may select one or more programmes to be deleted at the same time.

6. Click **[Delete]** button.



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📖 Post-effects

1. When the **[Delete]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information. When the system prompts “Programme <Programme Code> deleted successfully.”, the programme code is deleted.

📖 Notes

1. Users are not allowed to delete default Programme Code “WFMP”.
2. Programme can be deleted if there is no member selected and the programme is not used by any other modules of the selected school level / session and accounting year.

Copy Programme

📖 Function Description

This function allows users to copy existing programme(s) from one school level / session and accounting year to another (E.g. copy from Accounting Year 2001/2002 Primary AM to Accounting Year 2002/2003 Primary PM). When the programmes for the year concerned are similar to any programme of the previous year, this function facilitates users to copy the programmes over so that users do not have to create all programmes again.

📖 Pre-requisites

1. Programme Code other than “WFMP” exists in the source school level / session and accounting year.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Programme]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of programmes will be displayed.

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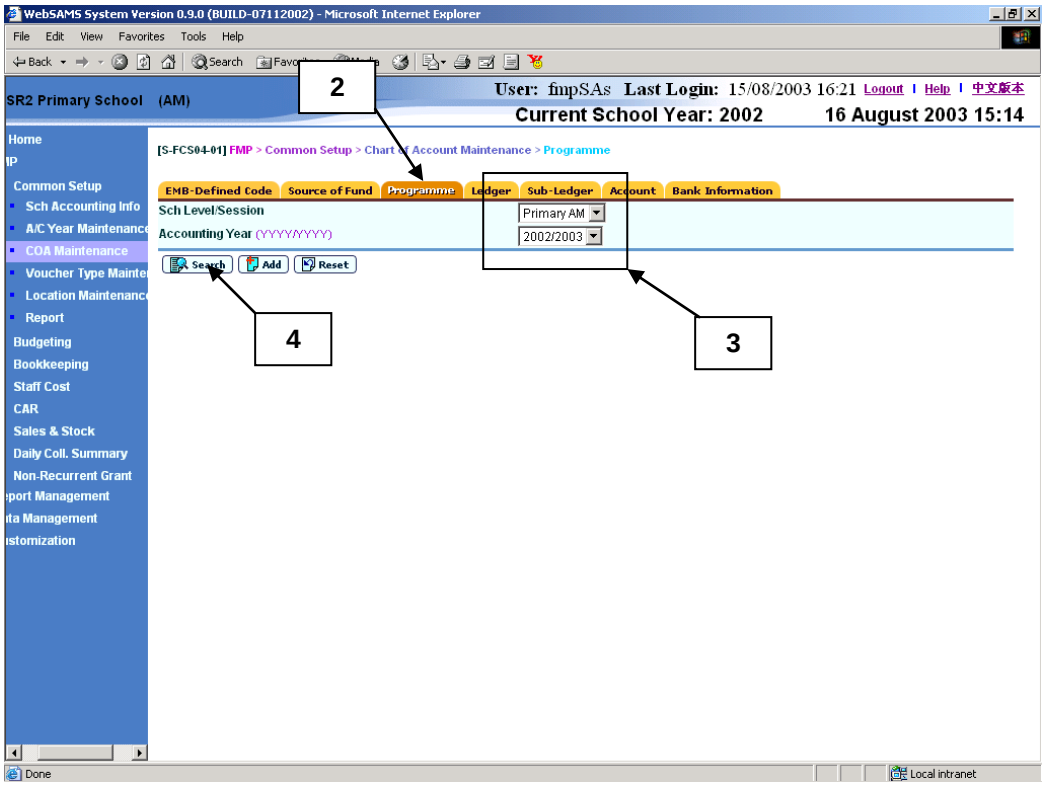
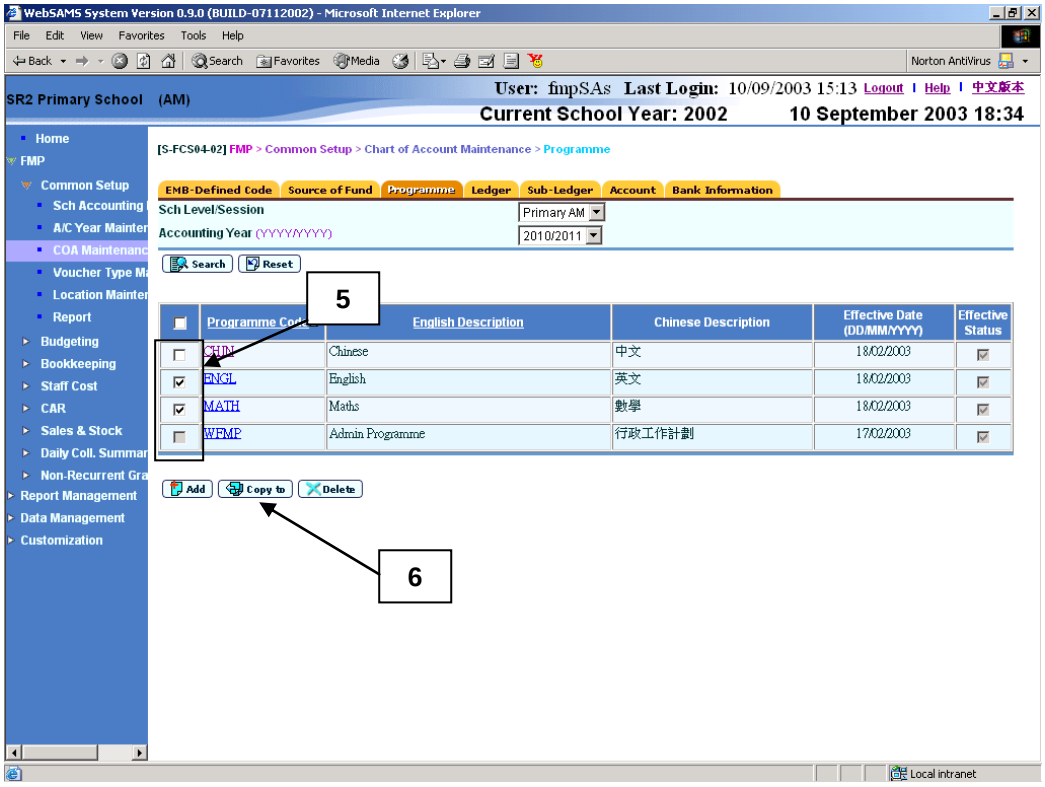


5. Select a programme by clicking the checkbox next to the **Programme Code**. Users may select one or more programmes to be copied at the same time.
6. Click **[Copy To]** button. All the selected programme codes will be listed in **Copy To** page.



7. Select the target School Level / Session and Accounting Year.

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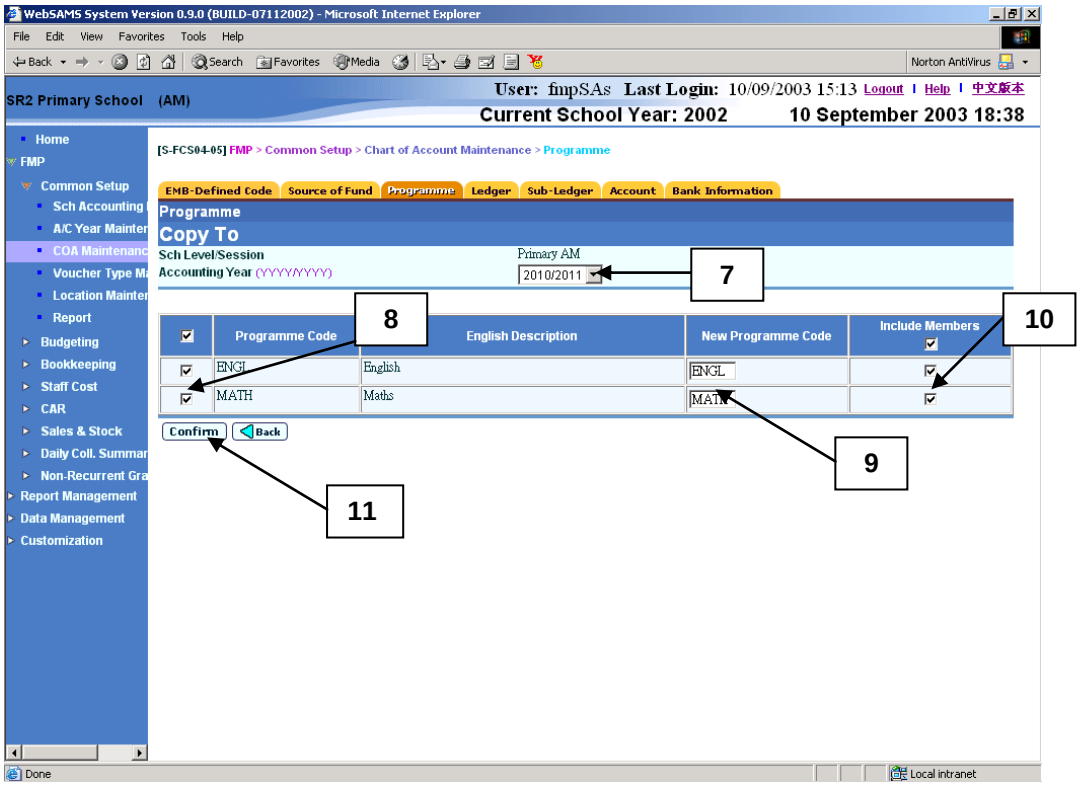
8. All the programme codes to be copied will be selected by default. Users may uncheck the checkbox(es) next to **Programme Code** to exclude some of the codes.

9. By default, the new programme code will be the same as the selected programme code to be copied. Users may change the new code by entering the **New Programme Code**.

10. Users may opt to copy with all the existing members of the selected programmes by selecting the option for **Include Members**. Include Members option is selected by default.

11. Click **[Confirm]** button.



📖 Post-effects

1. When the **[Confirm]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts “Programme <Programme Code> copied successfully, created new Programme: <Programme Code>”, the programme information has been copied and created in the target school level / session and accounting year.

📖 Notes

1. Default programme “WFMP” cannot be copied.

2. Warning messages will be prompted if there is any error and users will be advised to rectify the error before proceeding. Warnings occur under the following scenarios:

   - New Programme Code is not entered.

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- Programme with the specified New Programme Code already exists.

3. Maintenance of Programme will perform staff synchronization automatically if Staff Cost Module is not effective. If Staff Cost Module is effective, staff synchronization will be performed automatically in Staff Cost Module.

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2.3.4 Ledger

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

Add Ledger Code

📖 Function Description

This function allows users to create a new ledger code. Please note that a set of preload ledger code has been loaded into the system. Preload Code is for report generation purpose, especially reports involving annual accounts. Users are recommended to maintain ledger code before proceeding to handle the effectiveness of Bookkeeping, Budgeting and Staff Cost Modules. Once Bookkeeping, Budgeting or Staff Cost Module is set to be effective, all ledger codes are not allowed to be deleted.

📖 Pre-requisites

1. EDB Preload Code has been loaded.
2. Source of Fund Code has been created.
3. The new Ledger Code should not exist.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Ledger]** tab.
3. Click **[Add]** button. **Add Ledger Details** page will be displayed.

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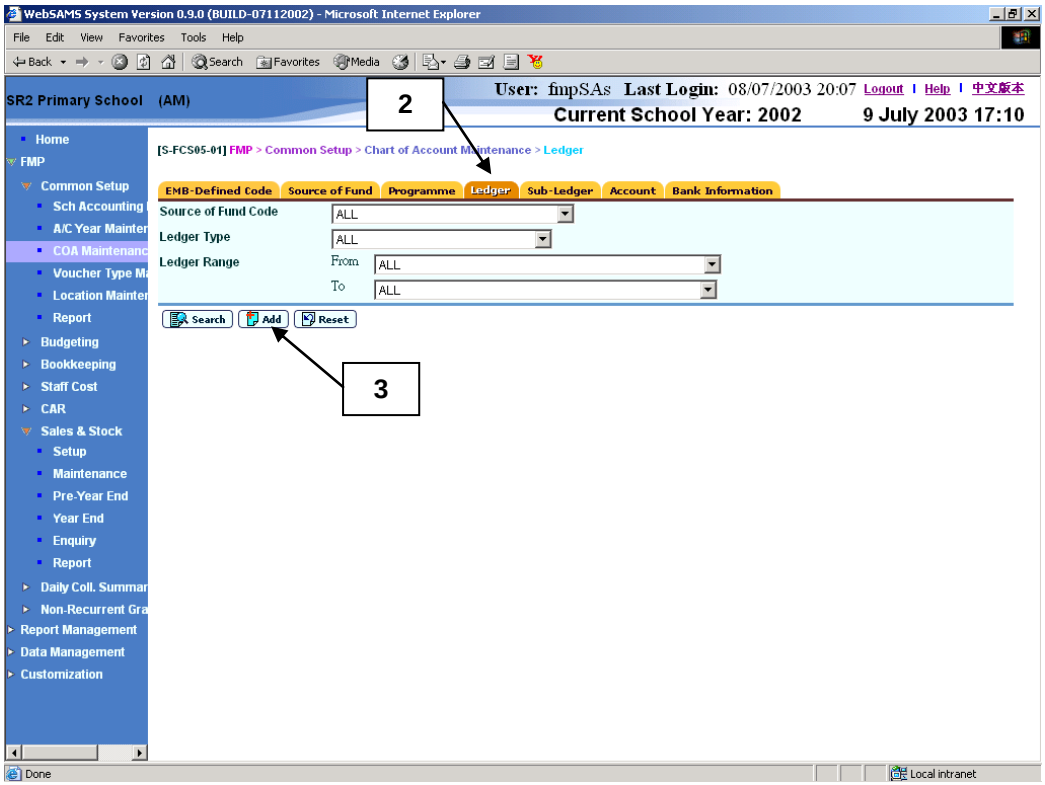
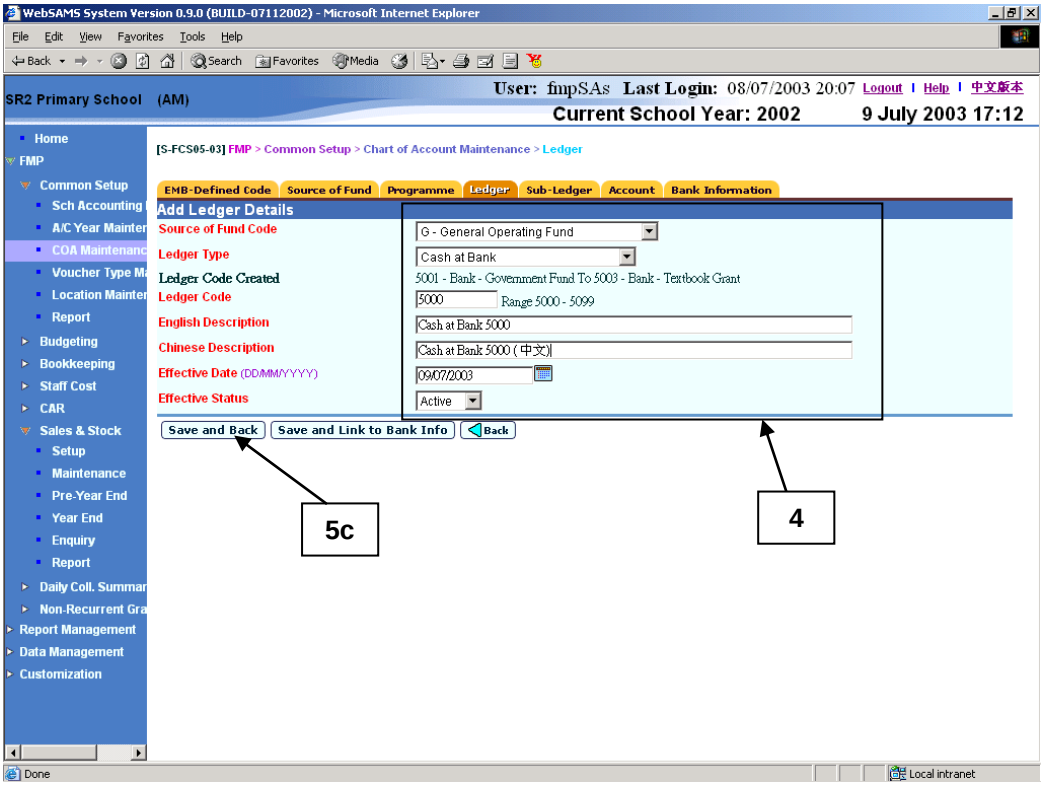

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 08/07/2003 20:07 Logout Help 中文版本
Current School Year: 2002 9 July 2003 17:10
2
[S-FCS05-01] FMP > Common Setup > Chart of Account Maintenance > Ledger
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Source of Fund Code ALL
Ledger Type ALL
Ledger Range From ALL To ALL
Search Add Reset
3

4. Enter the new Ledger information.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 08/07/2003 20:07 Logout Help 中文版本
Current School Year: 2002 9 July 2003 17:12
[S-FCS05-03] FMP > Common Setup > Chart of Account Maintenance > Ledger
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Add Ledger Details
Source of Fund Code G - General Operating Fund
Ledger Type Cash at Bank
Ledger Code Created 5001 - Bank - Government Fund To 5003 - Bank - Textbook Grant
Ledger Code 5000 Range 5000 - 5099
English Description Cash at Bank 5000
Chinese Description Cash at Bank 5000 (中文)
Effective Date (DD/MM/YYYY) 09/07/2003
Effective Status Active
Save and Back Save and Link to Bank Info Back
5c
4

5a) If "**Surplus / Deficit**" Ledger Type is selected, either (i) click **[Save and Link to Sub-Ledger]** button to save the new ledger code and proceed to maintain Sub-Ledger Codes of the newly created Ledger Code.

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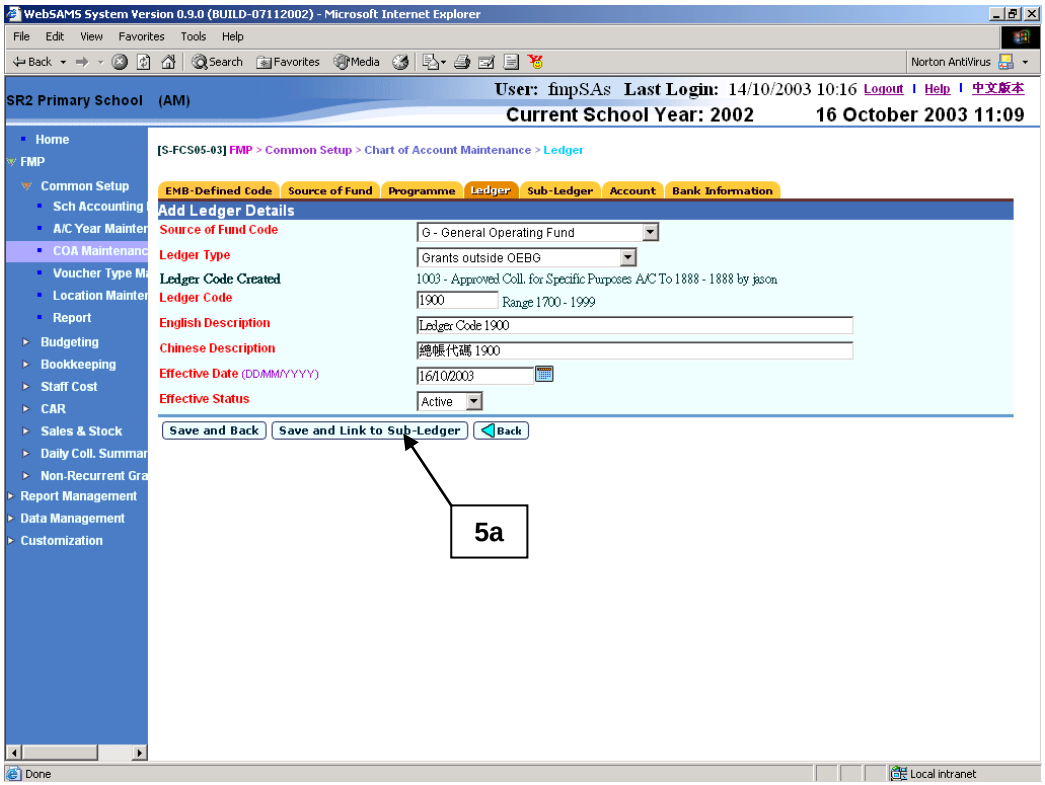
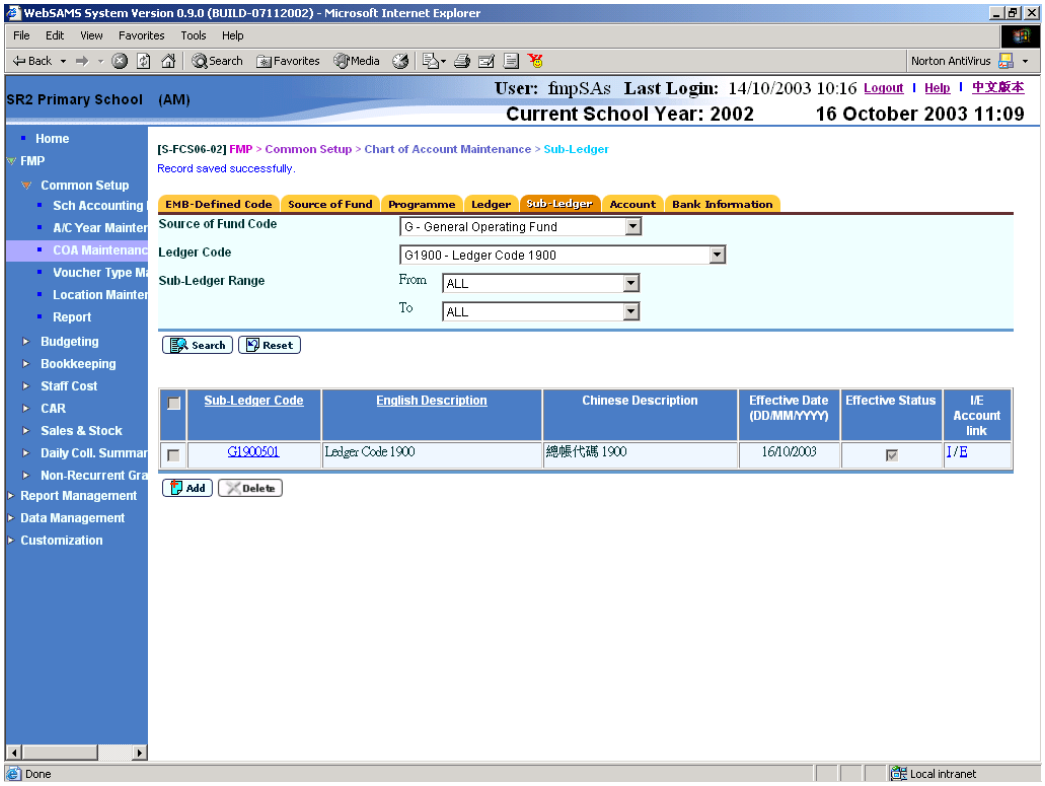

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 14/10/2003 10:16 Logout | Help | 中文版本
Current School Year: 2002
16 October 2003 11:09
[S-FCS05-03] FMP > Common Setup > Chart of Account Maintenance > Ledger
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Add Ledger Details
Source of Fund Code
G - General Operating Fund
Ledger Type
Grants outside OEBG
Ledger Code Created
1003 - Approved Coll. for Specific Purposes A/C To 1888 - 1888 by jason
Ledger Code
1900
Range 1700 - 1999
English Description
Ledger Code 1900
Chinese Description
總帳代碼 1900
Effective Date (DD/MM/YYYY)
16/10/2003
Effective Status
Active
Save and Back
Save and Link to Sub-Ledger
Back
5a

The system will link to Maintenance of Sub-Ledger page. Please note that default sub-ledger code will be created for Surplus / Deficit Ledger Code. (Please refer to Chapter 2.3.5 for detailed information of Sub-Ledger maintenance functions.); OR



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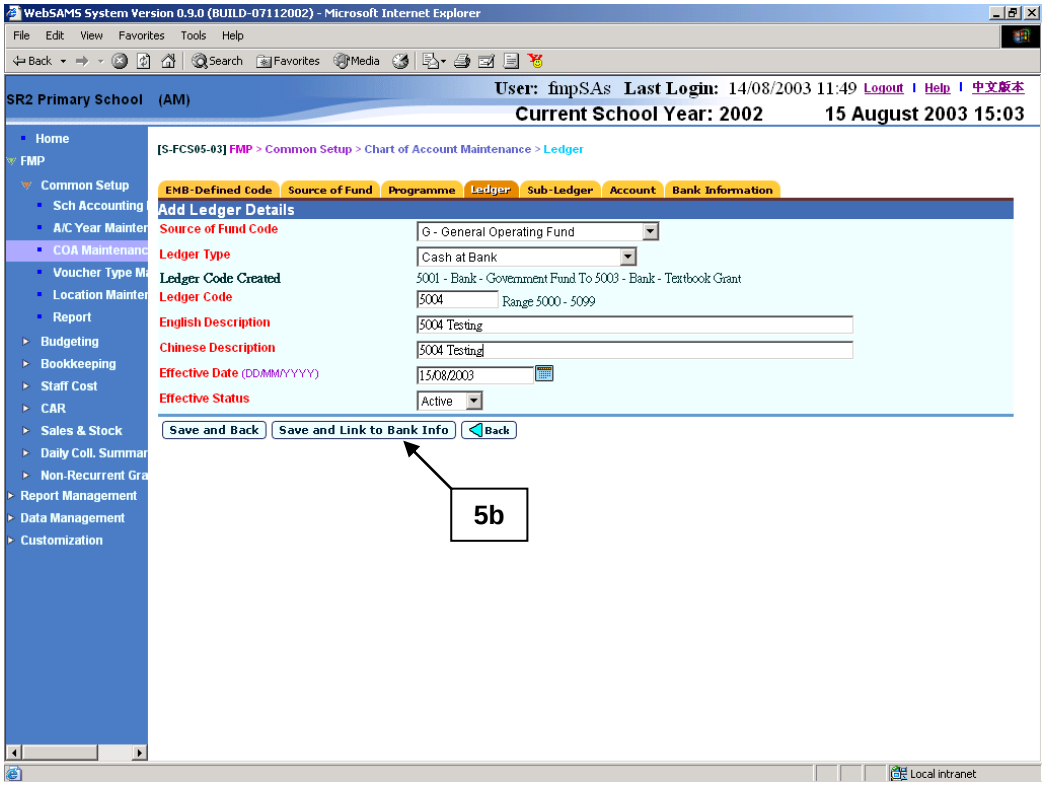
(ii) click **[Save and Back]** button to save the entered information and go back to **Ledger** main page if users select not to maintain Sub-Ledger Codes at this moment.

5b) If "**Cash at Bank**" Ledger Type is selected, either (i) click **[Save and Link to Bank Info]** button to save the new ledger code and proceed to maintain Bank Information of the newly created Ledger Code.



The system will link to Maintenance of Bank Information page. Users should add in bank ledger information for the new bank ledger. (Please refer to Chapter 2.3.7 for detailed information of Bank Information maintenance functions.); OR

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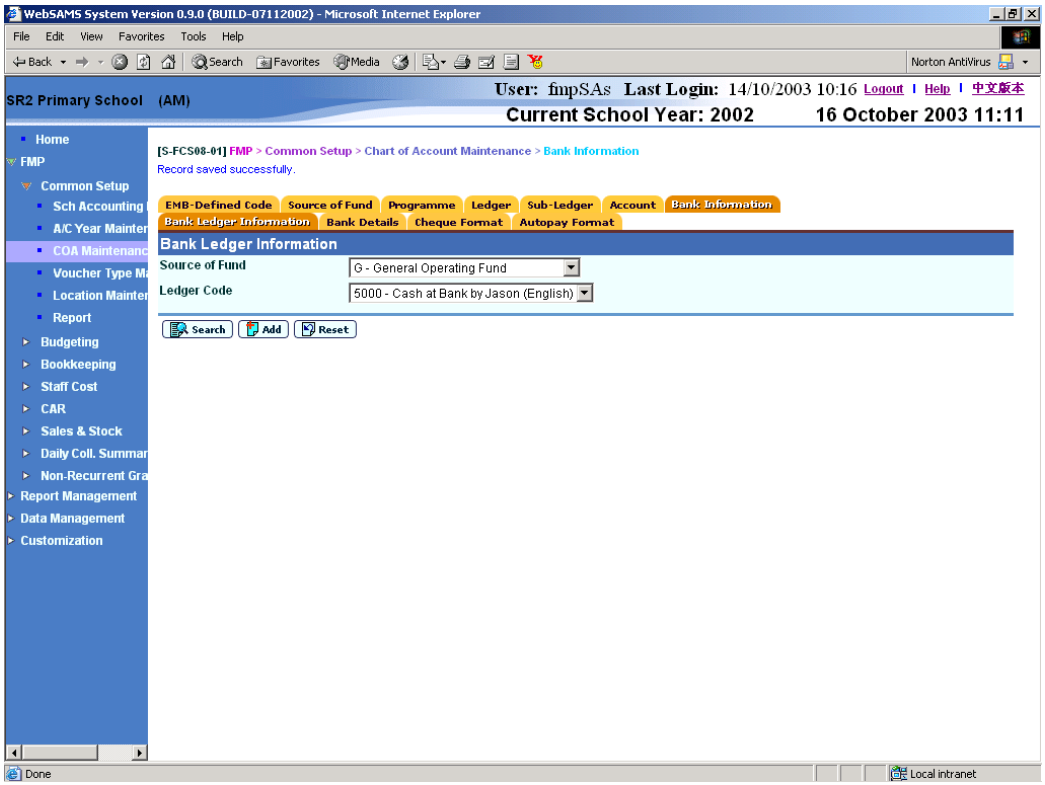

(ii) click **[Save and Back]** button to save the entered information and go back to **Ledger** main page, if users select not to maintain Bank Information at this moment.

5c) If ledger type other than "**Surplus / Deficit**" and "**Cash at Bank**" is selected, there is no need to maintain Sub-Ledger Codes / Bank Information. **[Save and Link to Sub-Ledger]** and **[Save and Link to Bank Info]** buttons are not available. Click **[Save and Back]** button to save the entered information and go back to **Ledger** main page.

📖 Post-effects

1. When the **[Save and Back]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the information of the new ledger record is saved.
2. When the **[Save and Link to Sub-Ledger]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. The system will redirect to the **Maintenance of Sub-Ledger Code** page of the newly created Ledger Code and prompt "Record saved successfully.", the information of the new ledger record is saved.
3. When the **[Save and Link to Bank Info]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. The system will redirect to the **Maintenance of Bank Information** page of the newly created Ledger Code and prompt "Record saved successfully.", the information of the new ledger record is saved.

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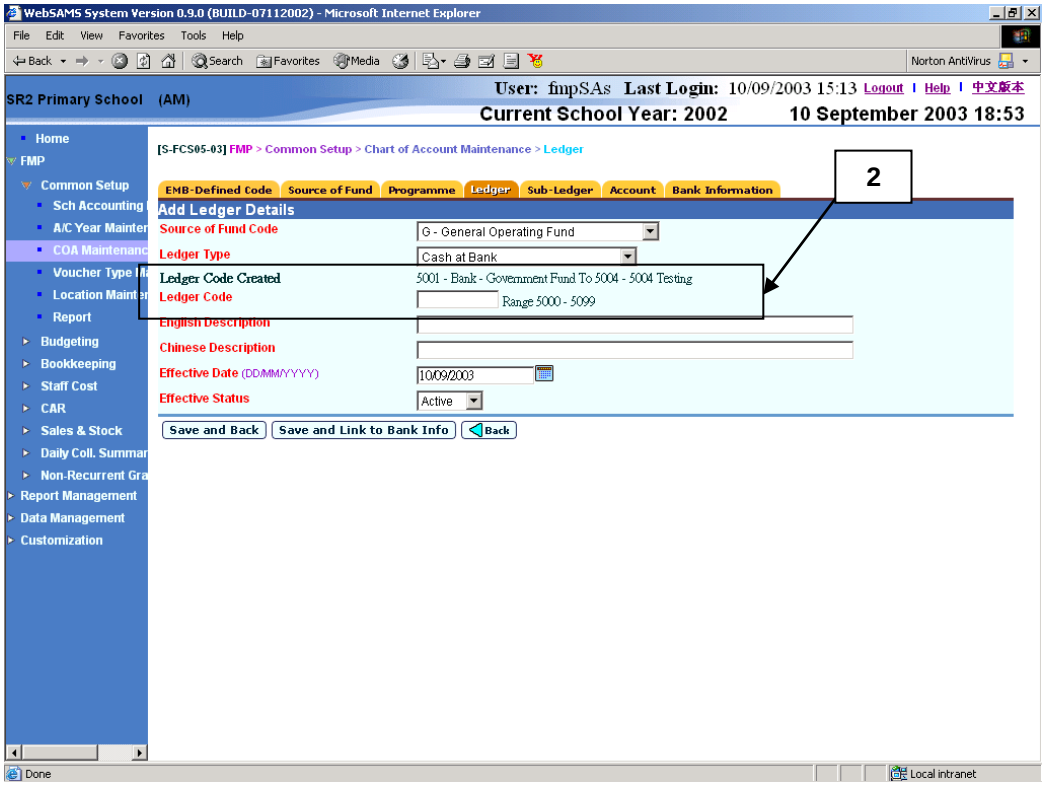
4. Upon the creation of surplus / deficit ledger, the system will auto-generate EDB pre-defined sub-ledger code '501' (same English and Chinese Description as the new Ledger Code) and a set of pre-defined income / expenditure account codes simultaneously.

📖 Notes

1. Source of Fund Code, Ledger Type, Ledger Code, English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.
2. When adding new Ledger Code, after selecting Source of Fund Code and Ledger Type, the page will show the range of ledger code already created. The range of ledger code, in which users are allowed to create, will also be displayed next to the ledger code input field.



3. Users can have a full picture of EDB and school defined ledger code range by clicking the **EDB-Defined Code** tab.
4. Error message will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenarios:
   - Input Ledger Code does not fall within the school defined ledger code range of the selected Ledger Type as specified in the COA Maintenance — EDB-Defined Code.
   - Ledger Code exists.
   - Invalid date format.
5. Changes to the Ledger's effectiveness will be propagated down to the related Sub-Ledger Code and Account Code. That is, if users change the

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Effective Date and Effective Status of Ledger, then the Effective Date and Effective Status of all of its related Sub-Ledger and Account will have the same change automatically.

6. Ledger Code consists of 5 bytes which is formed by Source of Fund Code (1 byte) + Ledger Code (4 bytes). There is no sub-ledger and account for Asset / Liability Ledger.

Update Ledger

📖 Function Description

This function allows users to update an existing ledger. Users can amend English Description, Chinese Description, Effective Date and Effective Status of the Ledger Code defined by the school. For report generation purpose, English Description and Chinese Description of Ledger Codes defined by EDB are not allowed to be amended. Users can only amend the Effective Date and Effective Status of the Ledger Codes defined by EDB.

📖 Pre-requisites

1. Ledger Code has been created.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Ledger]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched ledger codes will be displayed.

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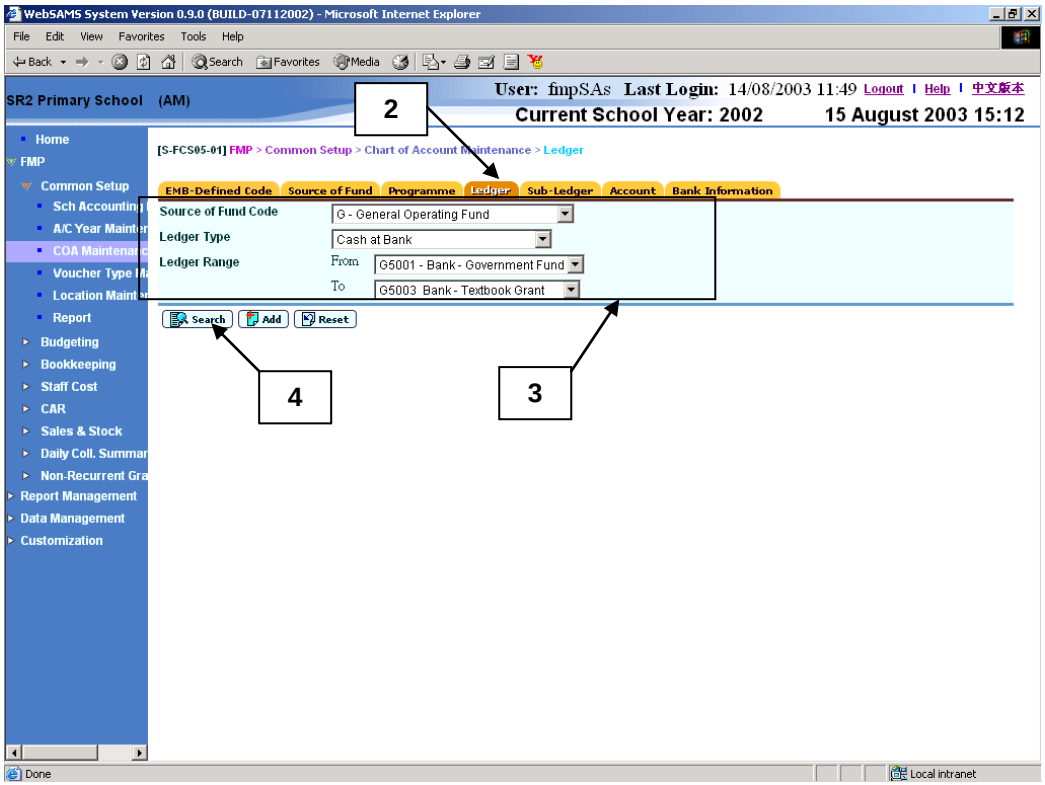
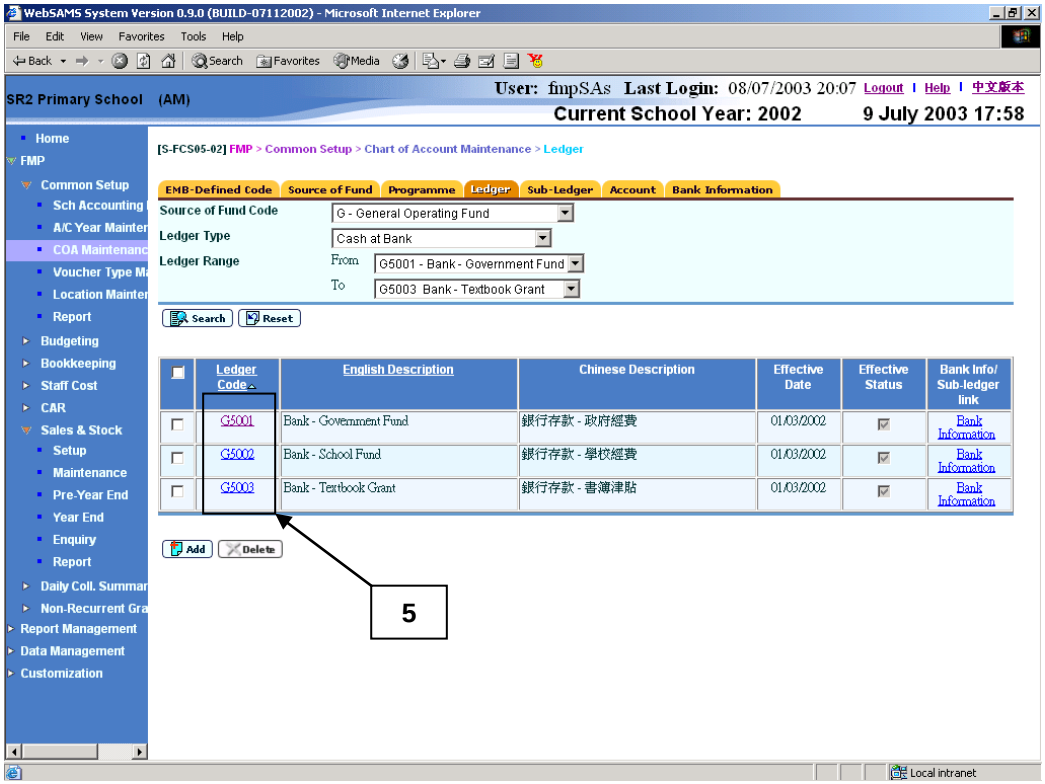


5. View / edit details of a Ledger by clicking the **Ledger Code** hyperlink. **Edit Ledger Details** page will be displayed.



6. Amend the ledger information in **Ledger Details** table.
7. Click **[Save]** button to save the changes.

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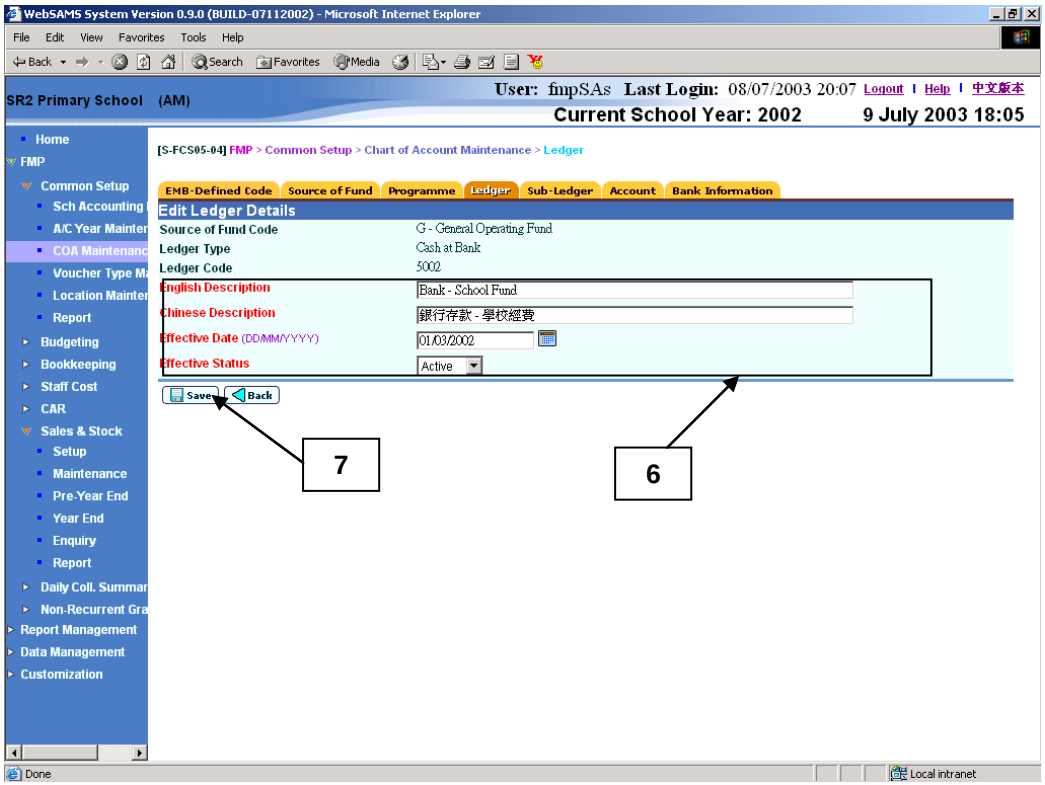

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the ledger record is saved with the updated details.

Notes

1. To amend information of Ledger Code defined by the school, English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.
2. To amend information of Ledger Code defined by EDB, Effective Date and Effective Status are mandatory fields and they are required to be entered. For report generation purpose, English Description and Chinese Description cannot be amended.
3. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
   - Invalid date format.
4. Changes to the Ledger's effectiveness will be propagated down to the related Sub-Ledger Code and Account Code. That is, if users change the Effective Date and Effective Status of Ledger, then the Effective Date and Effective Status of all of its related Sub-Ledger and Account will have the same change automatically.

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Delete Ledger

Function Description

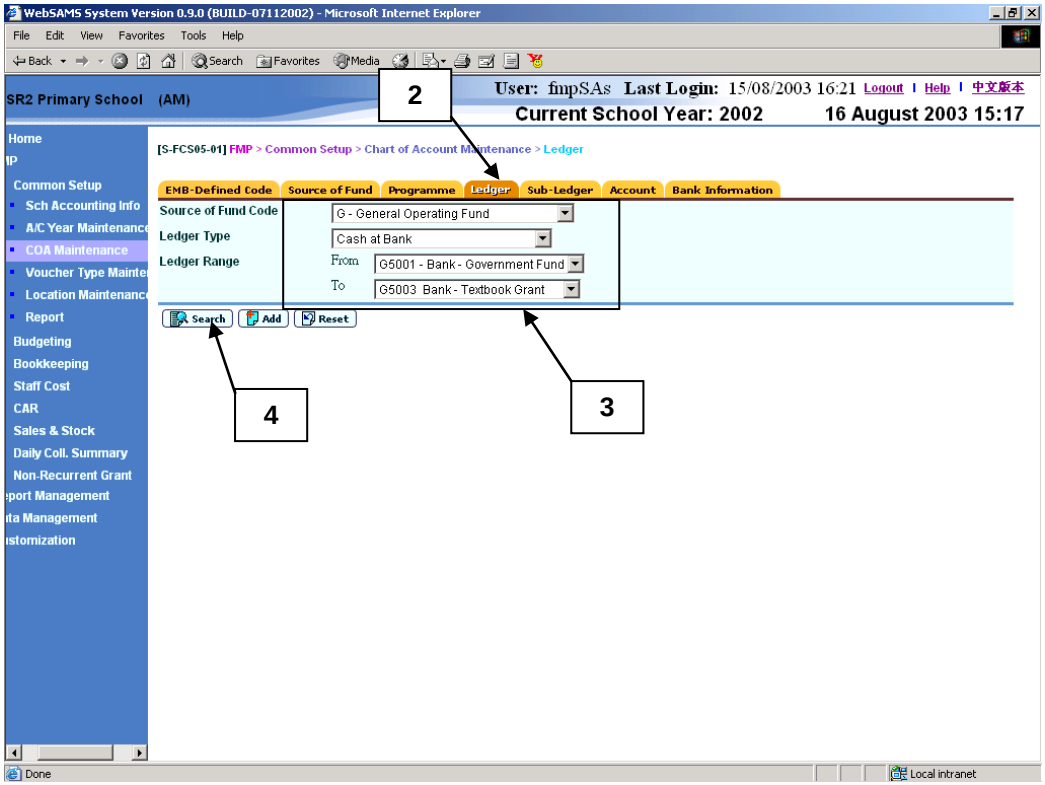
This function allows users to delete an existing ledger code. Alternatively, users may choose to deactivate existing ledger code by updating its Effective Status to “Inactive”.

Pre-requisites

1. Ledger Code has been created.
2. EDB Pre-defined Code has been set up.
3. Ledger Code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Ledger]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched ledger codes will be displayed.



5. Select a ledger by clicking the checkbox next to the **Ledger Code**. Users may select one or more ledger codes to be deleted at the same time.
6. Click **[Delete]** button.

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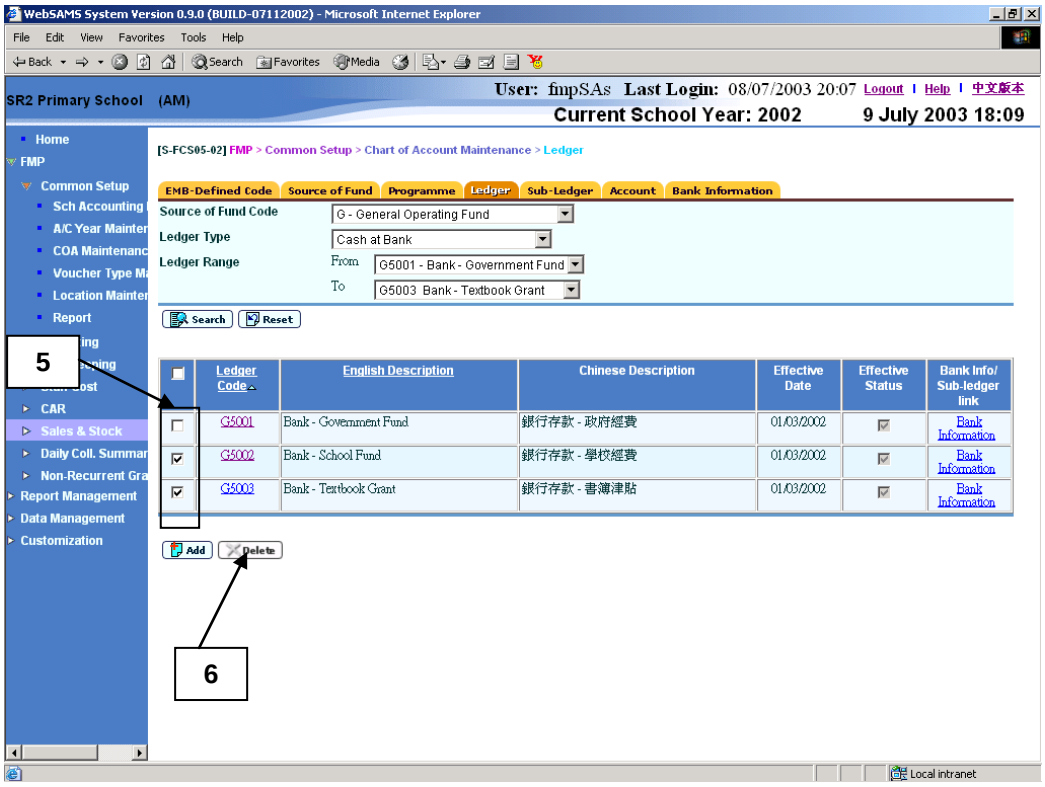

📖 Post-effects

1. When the **[Delete]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information. When the system prompts "Record deleted successfully", the ledger record is deleted.

📖 Notes

1. Deletion of EDB preloaded ledger code is not recommended, since preload code is for annual report generation purpose and all the deleted ledger codes will be subsequently transferred back from EDB-end to School-end via CDS and loaded into the system.
2. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
   - Existence of Sub-Ledger or Account Codes under the selected Ledger Code.
3. Ledger code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date. If any one of these 3 modules is in use, **[Delete]** button will be in dimmed mode. In this case, users should deactivate the ledger code by updating its Effective Status to “Inactive”.

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Sub-Ledger / Bank Information Link

Function Description

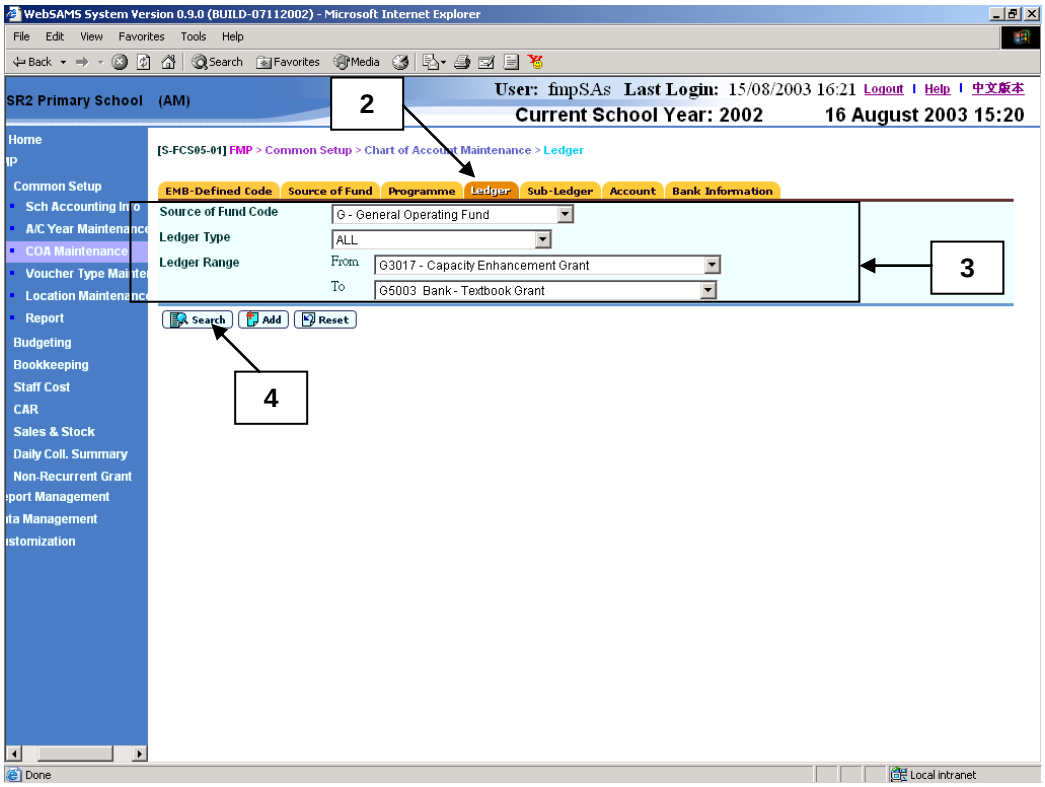
This function allows users to maintain Sub-Ledger / Bank Information by linking from an existing Ledger.

Pre-requisites

1. Ledger Code has been created.
2. EDB Pre-defined Code has been set up.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Ledger]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched ledger codes will be displayed.



5. View / edit details of the sub-ledger or bank information of the ledger code by clicking the **Sub-Ledger / Bank Information** hyperlink.

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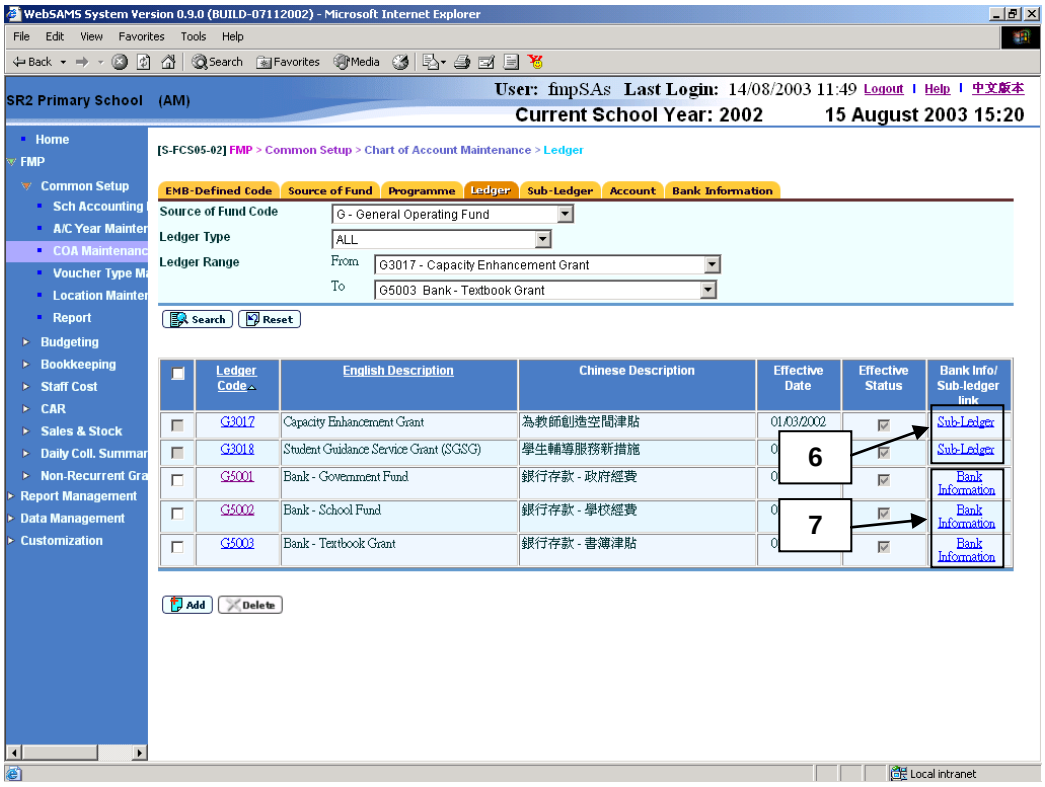
WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 14/08/2003 11:49 Logout Help 中文版本
Current School Year: 2002 15 August 2003 15:20
[S-FCS05-02] FMP > Common Setup > Chart of Account Maintenance > Ledger
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Source of Fund Code G - General Operating Fund
Ledger Type ALL
Ledger Range From G3017 - Capacity Enhancement Grant
To G5003 Bank - Textbook Grant
Search Reset
Ledger Code English Description Chinese Description Effective Date Effective Status Bank Info/ Sub-ledger link
G3017 Capacity Enhancement Grant 為教師創造空間津貼 01/03/2002 Sub-Ledger
G3018 Student Guidance Service Grant (SGSG) 學生輔導服務新措施 Sub-Ledger
G5001 Bank - Government Fund 銀行存款 - 政府經費 Bank Information
G5002 Bank - School Fund 銀行存款 - 學校經費 Bank Information
G5003 Bank - Textbook Grant 銀行存款 - 書簿津貼 Bank Information
6
7
Add Delete

6. **Sub-Ledger** hyperlink is provided for surplus / deficit ledger code. If **Sub-Ledger** hyperlink is clicked, the system will link to the screen under **[Sub-Ledger]** tab and list out all the existing Sub-Ledgers of the selected Ledger Code. On that Sub-Ledger screen, users can perform the following actions:

   - Add a new Sub-Ledger Code
   - Update an existing Sub-Ledger Code
   - Delete an existing Sub-Ledger Code

   Please refer to Chapter 2.3.5 for detailed information of Sub-Ledger maintenance functions.

7. **Bank Information** hyperlink is provided for ledger code of “Cash at Bank” ledger type. If **Bank Information** hyperlink is clicked, the system will link to the screen under **[Bank Information] -> [Bank Ledger Information]** tab and list out the bank information of the selected Ledger Code. On that Bank Ledger Information screen, users can maintain the Bank Ledger Information of the selected Ledger Code. Please refer to Chapter 2.3.7 for detailed information of Bank Ledger Information maintenance functions.

📖 Post-effects

1. Link to Sub-Ledger / Bank Ledger Information maintenance page.

📖 Notes

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1. Ledger code other than Surplus / Deficit and Cash at Bank ledger type will not have such hyperlink.

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2.3.5 Sub-Ledger

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

Add Sub-Ledger Code

📖 Function Description

This function allows users to create a new sub-ledger code. Please note that a set of preload sub-ledger code has been loaded into the system. Preload Code is for report generation purpose, especially reports involving annual accounts. Users are recommended to maintain sub-ledger code before proceeding to handle the effectiveness of Bookkeeping, Budgeting and Staff Cost Modules. Once Bookkeeping, Budgeting or Staff Cost Module is set to be effective, all sub-ledger codes are not allowed to be deleted.

📖 Pre-requisites

1. Source of Fund and Surplus / Deficit Ledger Code has been created.
2. EDB Pre-defined Code has been set up.
3. The new Sub-Ledger Code should not exist.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Sub-Ledger]** tab.
3. Click **[Add]** button. **Add Sub-Ledger Details** page will be displayed.

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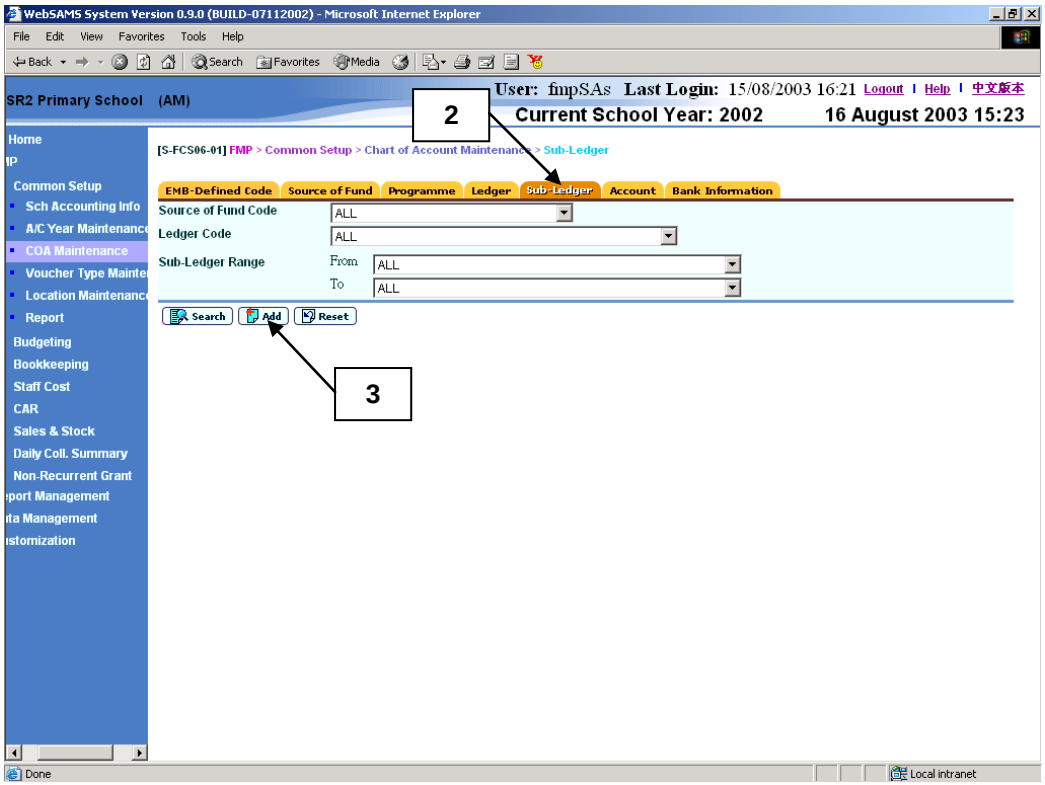
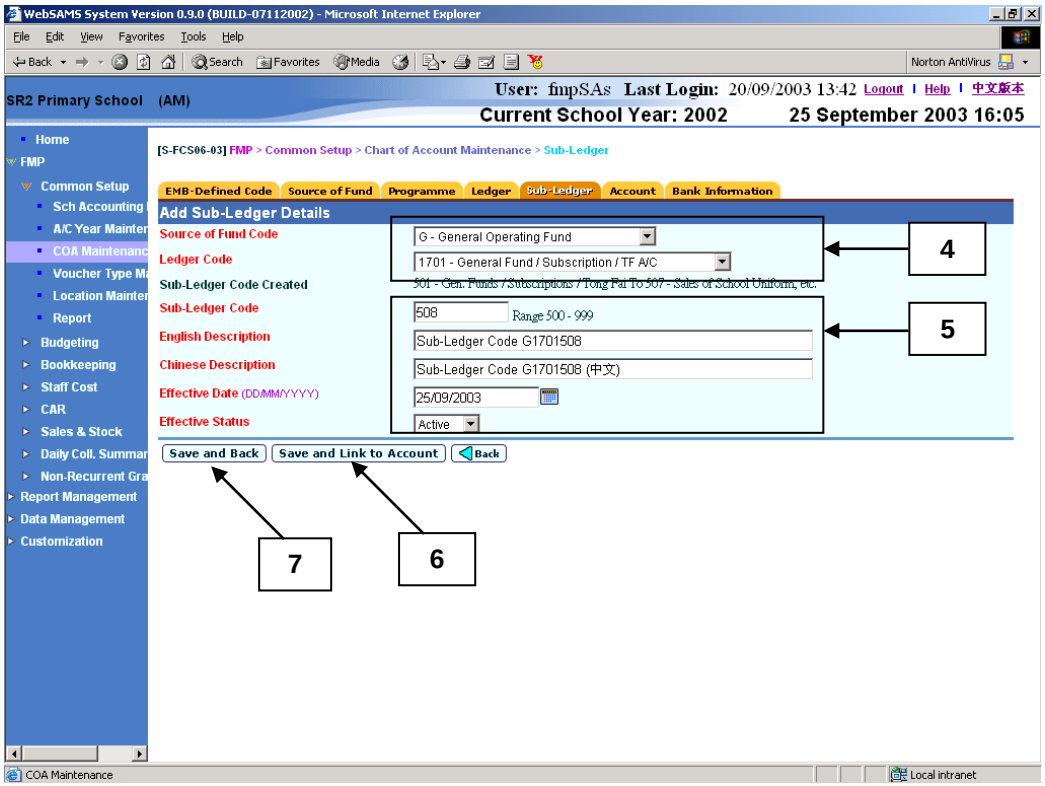

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 15/08/2003 16:21 Logout Help 中文版本
Current School Year: 2002 16 August 2003 15:23
2
[S-FCS06-01] FMP > Common Setup > Chart of Account Maintenance > Sub-Ledger
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Source of Fund Code ALL
Ledger Code ALL
Sub-Ledger Range From ALL To ALL
Search Add Reset
3
Done Local intranet

4. Select a **Source of Fund Code** and **Ledger Code**.

5. Enter a **Sub-Ledger Code** in Sub-Ledger Code field and enter other **Sub-Ledger** information.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 20/09/2003 13:42 Logout Help 中文版本
Current School Year: 2002 25 September 2003 16:05
[S-FCS06-03] FMP > Common Setup > Chart of Account Maintenance > Sub-Ledger
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Add Sub-Ledger Details
Source of Fund Code G - General Operating Fund
Ledger Code 1701 - General Fund / Subscription / TF A/C
Sub-Ledger Code Created 501 - Gen. Funds / Subscriptions / Tong Fai To 507 - Sales of School Uniform, etc.
Sub-Ledger Code 508 Range 500 - 999
English Description Sub-Ledger Code G1701508
Chinese Description Sub-Ledger Code G1701508 (中文)
Effective Date (DD/MM/YYYY) 25/09/2003
Effective Status Active
4
5
Save and Back Save and Link to Account Back
7
6
COA Maintenance Local intranet

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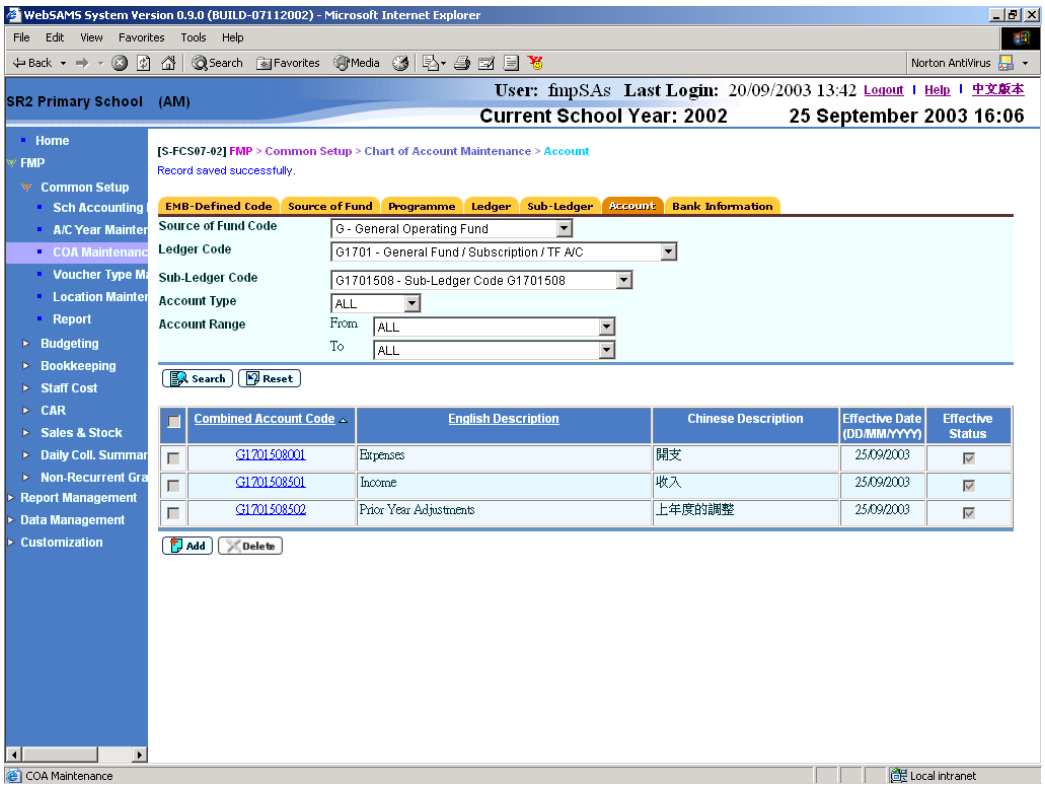
6. Click **[Save and Link to Account]** button to save the new sub-ledger code and proceed to maintain the accounts of the newly created Sub-Ledger Code. The system will link to Maintenance of Account page.



7. Click **[Save and Back]** button to save the entered information and go back to **Sub-Ledger** main page.

Post-effects

1. When the **[Save and Back]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the information of the new sub-ledger record is saved.
2. When the **[Save and Link to Account]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. The system will redirect to the **Maintenance of Account Code** page of the newly created Sub-Ledger Code and prompt "Record saved successfully.", the information of the new sub-ledger record is saved.
3. Upon the creation of Sub-Ledger, the system will auto-generate a set of EDB pre-defined income / expenditure account codes simultaneously.

Notes

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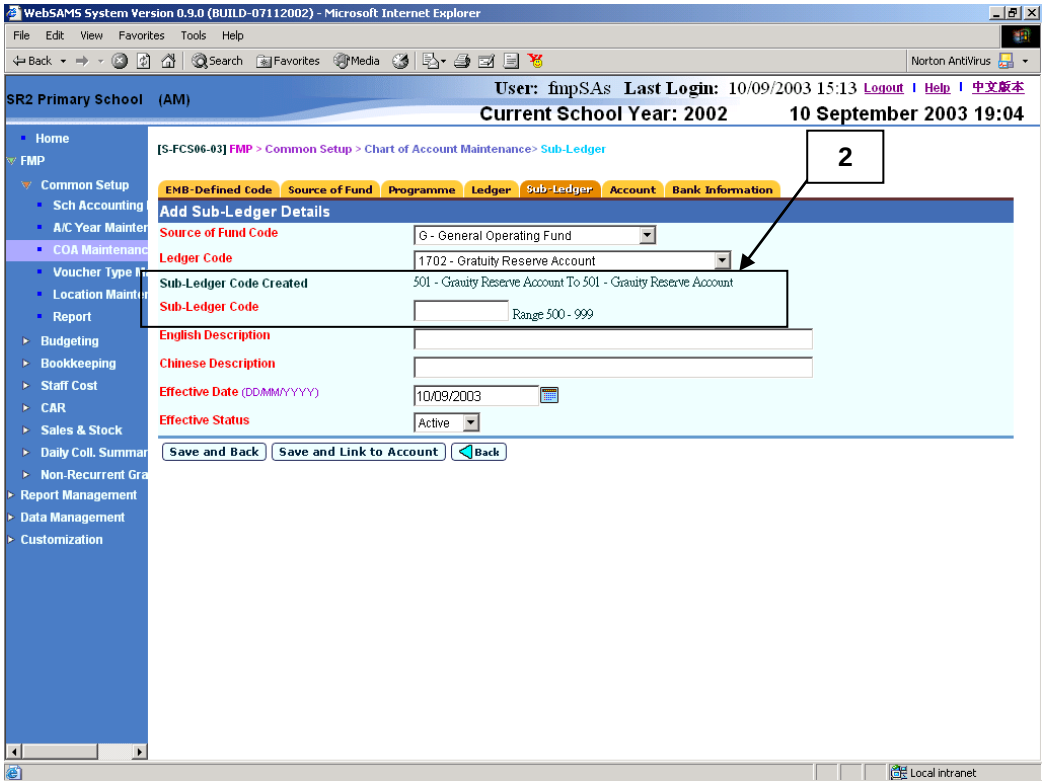
1. Source of Fund Code, Ledger Code, Sub-Ledger Code, English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.

2. When adding new Sub-Ledger Code, after selecting Source of Fund Code, Ledger Code, the page will show the range of sub-ledger code already created. The range of sub-ledger code, in which users are allowed to create, will also be displayed next to the sub-ledger code input field.



3. Users can have a full picture of EDB and school defined sub-ledger code range by clicking the **EDB-Defined Code** tab.

4. Users can choose to link to add I/E Account Code after adding new sub-ledger code successfully.

5. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:

   - Sub-Ledger Code is not within the Sub-Ledger Type range as specified in COA Maintenance — EDB-Defined Code.
   - Sub-Ledger Code exists.
   - Invalid date format.

6. Changes to the Sub-Ledger's effectiveness will be propagated down to the related Account Code. That is, if users change the Effective Date and Effective Status of Sub-Ledger, then the Effective Date and Effective Status of all of its related Account will have the same change automatically.

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Update Sub-Ledger

Function Description

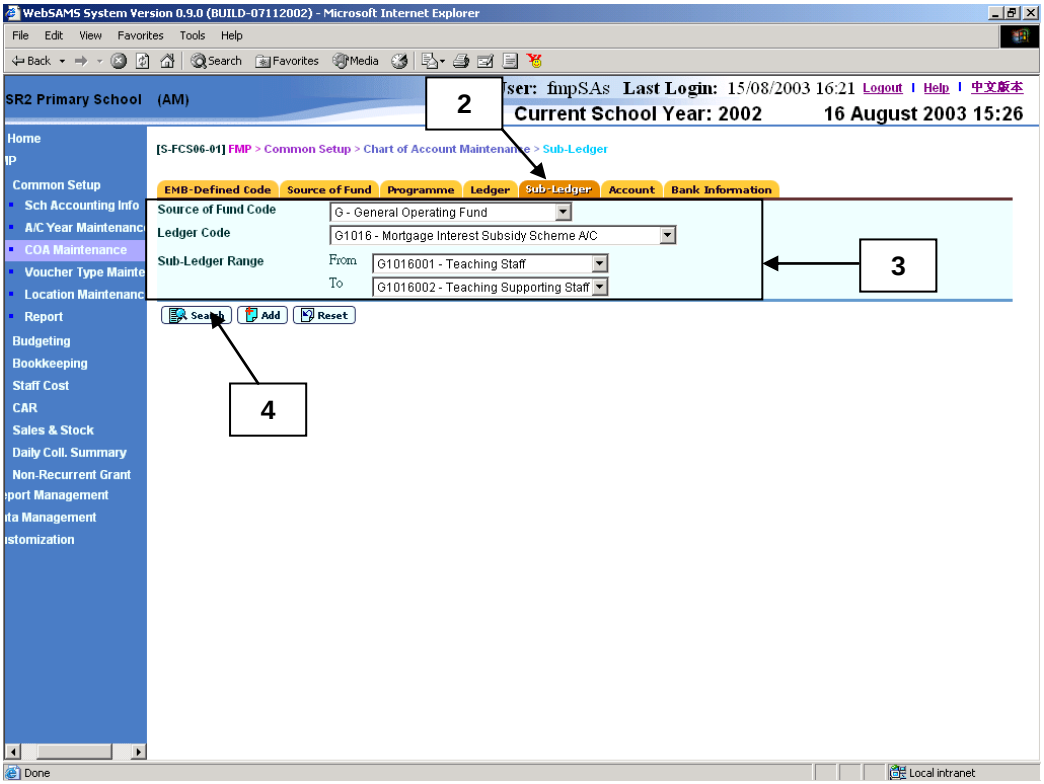
This function allows users to update an existing sub-ledger. Users can amend English Description, Chinese Description, Effective Date and Effective Status of the Sub-Ledger Code under school defined ledger code range. For report generation purpose, English Description and Chinese Description of Sub-Ledger Codes under EDB defined ledger code range are not allowed to be amended. Users can only amend the Effective Date and Effective Status of the Sub-Ledger Codes under EDB defined ledger code range.

Pre-requisites

1. Sub-Ledger Code has been created.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Sub-Ledger]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched sub-ledger codes will be displayed.



5. View / edit details of a Sub-Ledger by clicking the **Sub-Ledger Code** hyperlink. **Edit Sub-Ledger Details** page will be displayed.

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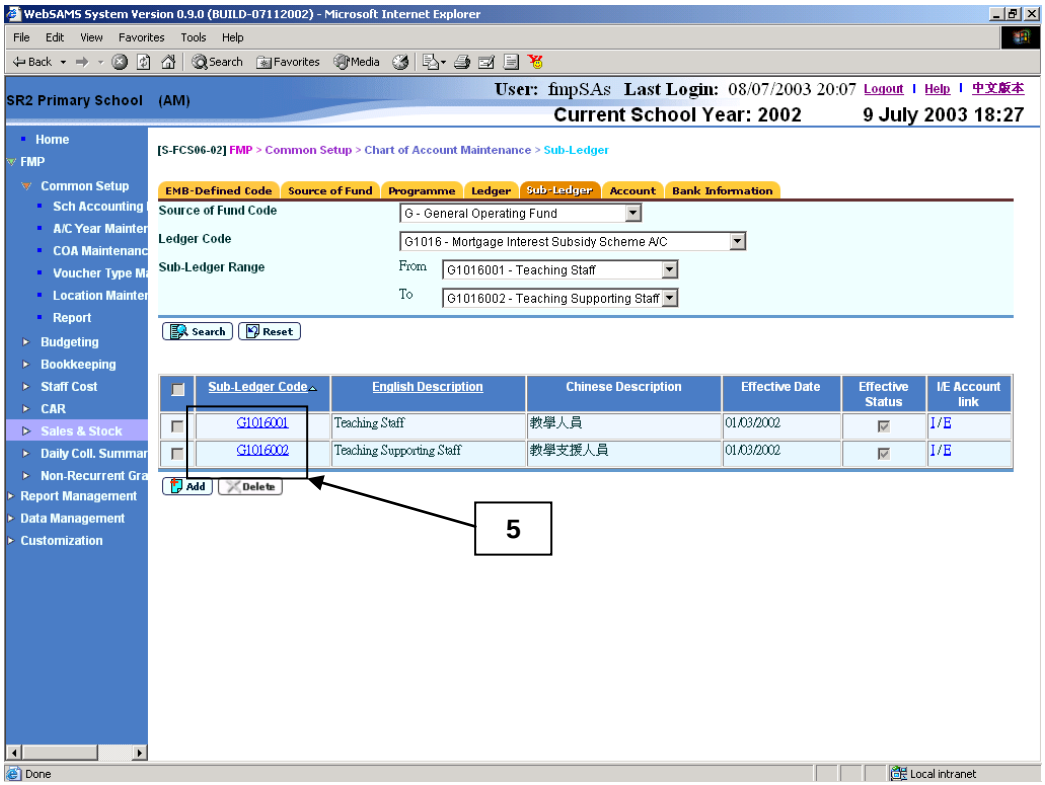
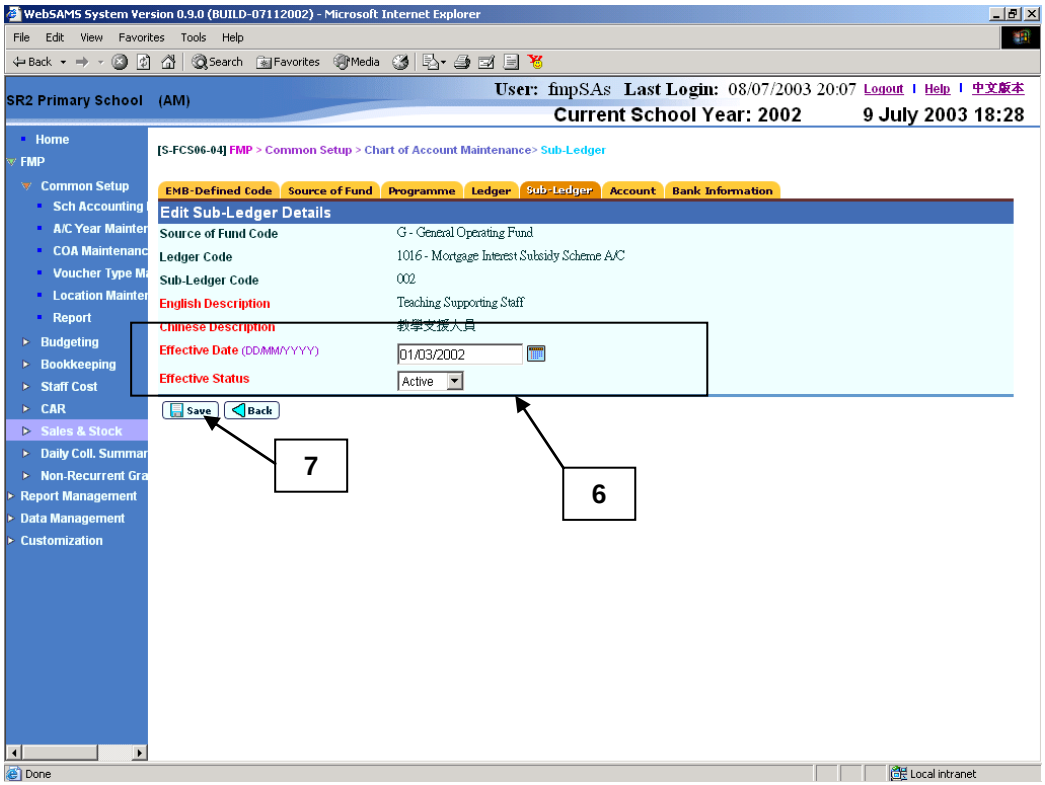

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 08/07/2003 20:07 Logout | Help | 中文版本
Current School Year: 2002 9 July 2003 18:27
[S-FCS06-02] FMP > Common Setup > Chart of Account Maintenance > Sub-Ledger
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Source of Fund Code G - General Operating Fund
Ledger Code G1016 - Mortgage Interest Subsidy Scheme A/C
Sub-Ledger Range From G1016001 - Teaching Staff
To G1016002 - Teaching Supporting Staff
Search Reset
Sub-Ledger Code | English Description | Chinese Description | Effective Date | Effective Status | I/E Account link
G1016001 Teaching Staff 教學人員 01/03/2002 I/E
G1016002 Teaching Supporting Staff 教學支援人員 01/03/2002 I/E
Add Delete
5

6. Amend the sub-ledger information in **Sub-Ledger Details** table.

7. Click **[Save]** button to save the changes.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 08/07/2003 20:07 Logout | Help | 中文版本
Current School Year: 2002 9 July 2003 18:28
[S-FCS06-04] FMP > Common Setup > Chart of Account Maintenance > Sub-Ledger
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Edit Sub-Ledger Details
Source of Fund Code G - General Operating Fund
Ledger Code 1016 - Mortgage Interest Subsidy Scheme A/C
Sub-Ledger Code 002
English Description Teaching Supporting Staff
Chinese Description 教學支援人員
Effective Date (DD/MM/YYYY) 01/03/2002
Effective Status Active
Save Back
7
6

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📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the sub-ledger record is saved with the updated details.

📖 Notes

1. To amend information of Sub-Ledger Code under school defined ledger code range, English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.
2. To amend information of Sub-Ledger Code under EDB defined ledger code range, Effective Date and Effective Status are mandatory fields and they are required to be entered. For report generation purpose, English Description and Chinese Description cannot be amended.
3. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
   - Invalid date format.
4. Changes to the Sub-Ledger's effectiveness will be propagated down to the related Account Code. That is, if users change the Effective Date and Effective Status of Sub-Ledger, then the Effective Date and Effective Status of all of its related Account will have the same change automatically.

Delete Sub-Ledger

📖 Function Description

This function allows users to delete an existing sub-ledger code. Alternatively, users may choose to deactivate existing sub-ledger code by updating its Effective Status to "Inactive".

📖 Pre-requisites

1. Sub-Ledger Code has been created.
2. Sub-Ledger Code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Sub-Ledger]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched sub-ledger codes will be displayed.

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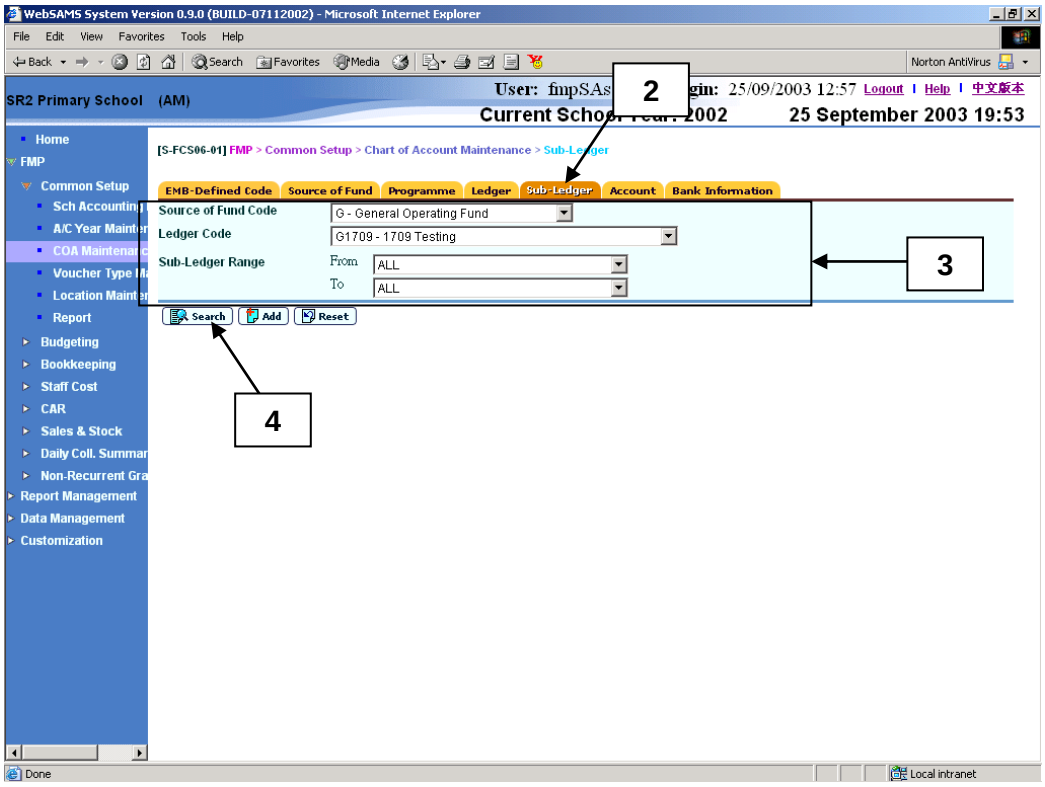
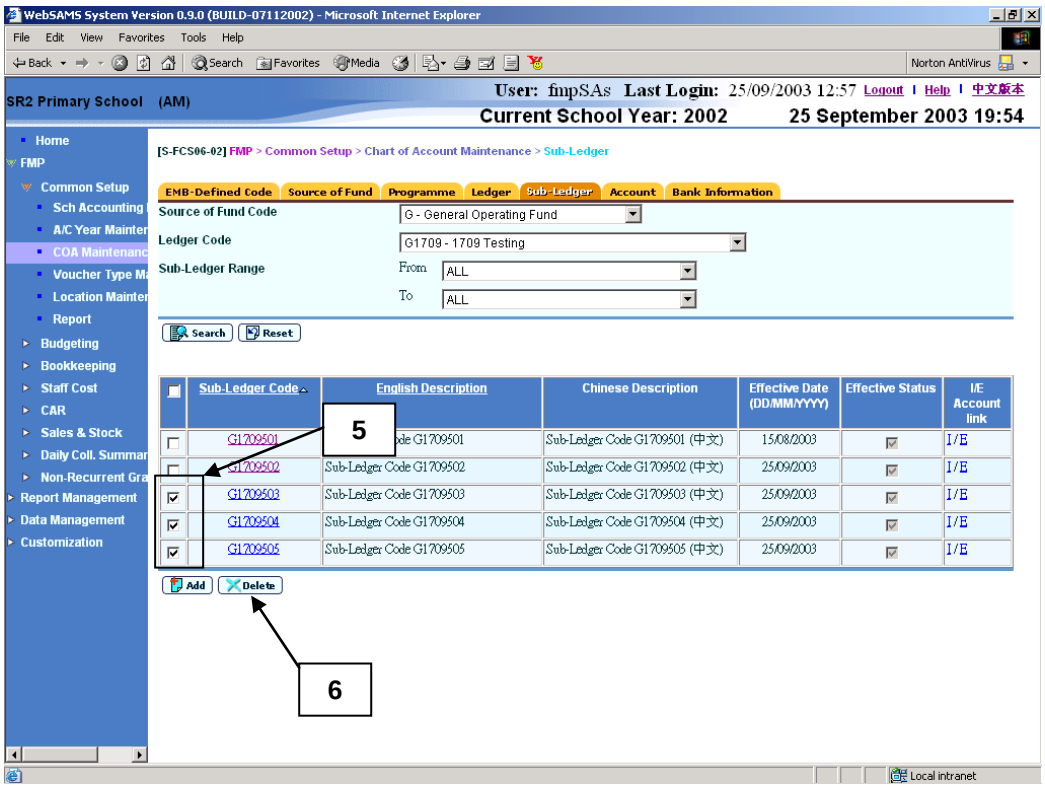


5. Select a sub-ledger by clicking the checkbox next to the **Sub-Ledger Code**. Users may select one or more sub-ledger codes to be deleted at the same time.

6. Click **[Delete]** button.



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📖 Post-effects

1. When the **[Delete]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information. When the system prompts "Record deleted successfully", the sub-ledger record is deleted.

📖 Notes

1. Deletion of EDB preloaded sub-ledger code is not recommended, since preload code is for annual report generation purpose and all the deleted sub-ledger codes will be subsequently transferred back from EDB-end to School-end via CDS and loaded into the system.
2. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
   - Existence of Account Codes under the Sub-Ledger code.
3. Sub-Ledger code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date. If any one of these 3 modules is in use, **[Delete]** button will be in dimmed mode. In this case, users should deactivate the sub-ledger code by updating its Effective Status to “Inactive”.
4. Default EDB-defined sub-ledger codes created by the system (when creating a new ledger code) cannot be deleted. The checkbox will be disabled.

Income / Expenditure Account Link

📖 Function Description

This function allows users to maintain income / expenditure account by linking from an existing Sub-Ledger.

📖 Pre-requisites

1. Sub-Ledger Code has been created.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Sub-Ledger]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched sub-ledger codes will be displayed.

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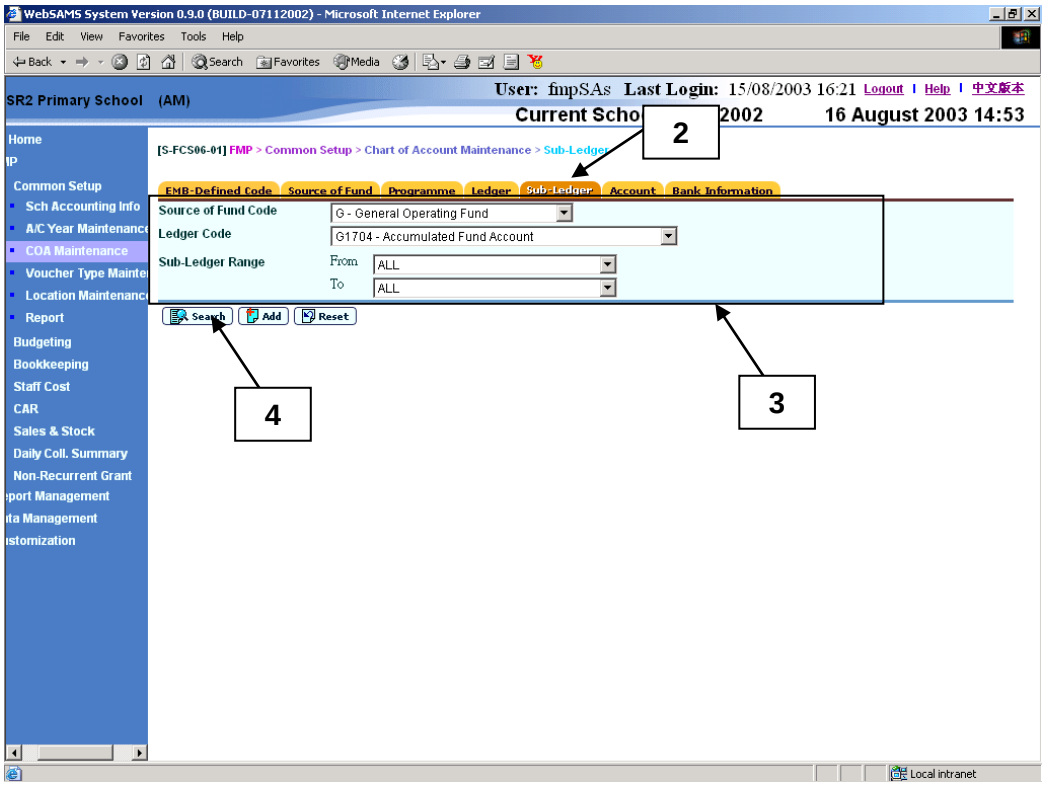

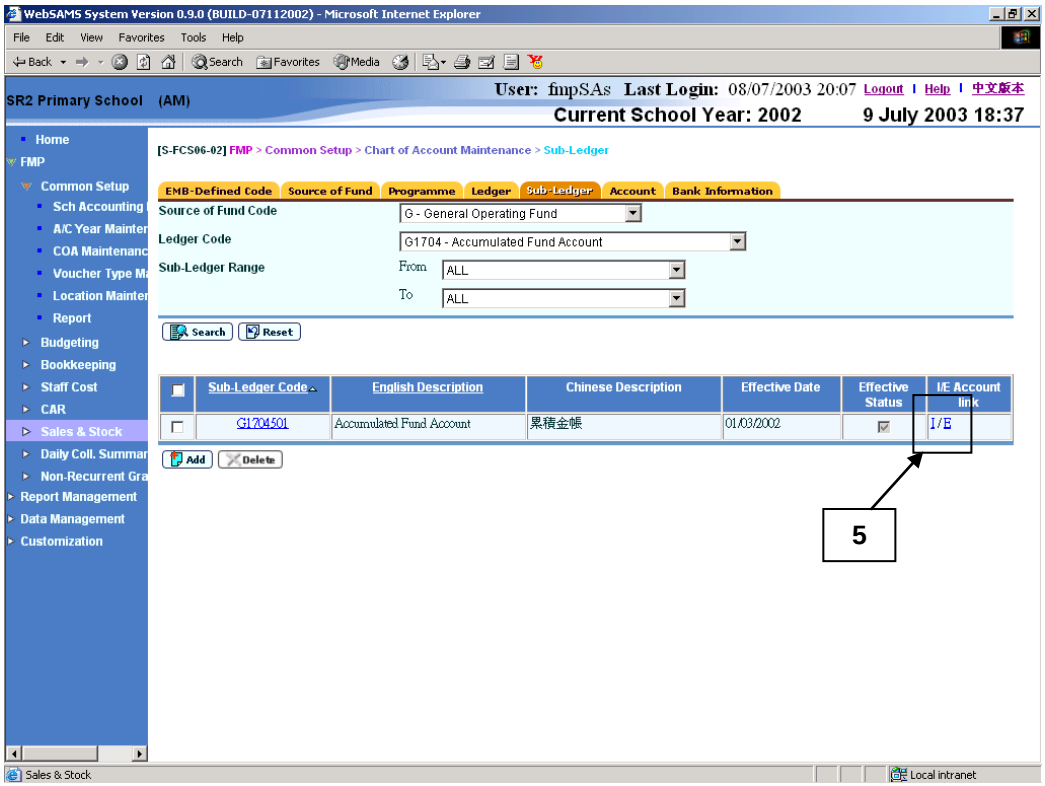

5. View / edit details of the Account by clicking the **I/E Account Link** hyperlink.

6a) If **I (Income)** hyperlink is clicked, the system will link to the screen under **[Account]** tab with Account Type as Income and list out all the existing Income Account Codes of the selected Sub-Ledger. On that Account screen, users can perform the following actions:

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- Add a new Income / Expenditure Account Code
- Update an existing Income Account Code
- Delete an existing Income Account Code

6b) If **E (Expenditure)** hyperlink is clicked, the system will link to the screen under **[Account]** tab with Account Type as Expenditure and list out all the existing Expenditure Account Codes of the selected Sub-Ledger. On that Account screen, users can also perform the following actions:

- Add a new Income / Expenditure Account Code
- Update an existing Expenditure Account Code
- Delete an existing Expenditure Account Code

Please refer to Chapter 2.3.6 for detailed information of Account maintenance functions.

🕮 Post-effects

1. Link to Account maintenance page.

🕮 Notes

N/A

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2.3.6 Account

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

Add Account Code

📖 Function Description

This function allows users to create a new account code. Please note that a set of pre-load account code has been loaded into the system. Preload Code is for report generation purpose, especially reports involving annual accounts. Users are recommended to maintain account code before proceeding to handle the effectiveness of Bookkeeping, Budgeting and Staff Cost Modules. Once Bookkeeping, Budgeting or Staff Cost Module is set to be effective, all account codes are not allowed to be deleted.

📖 Pre-requisites

1. Source of Fund, Ledger Code and Sub-Ledger Code have been created.
2. The new Account Code should not exist.
3. EDB Pre-defined Code and Account Type: Expenditure / Income Account type have been set up.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Account]** tab.
3. Click **[Add]** button. **Add Account Details** page will be displayed.

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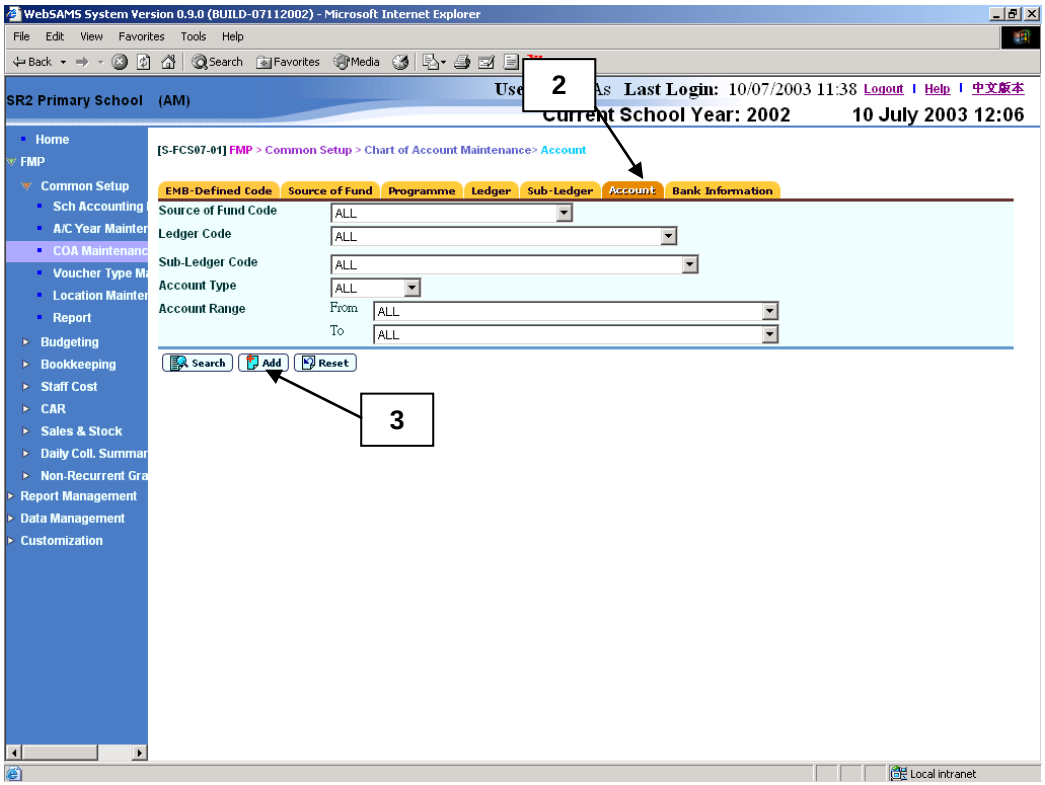
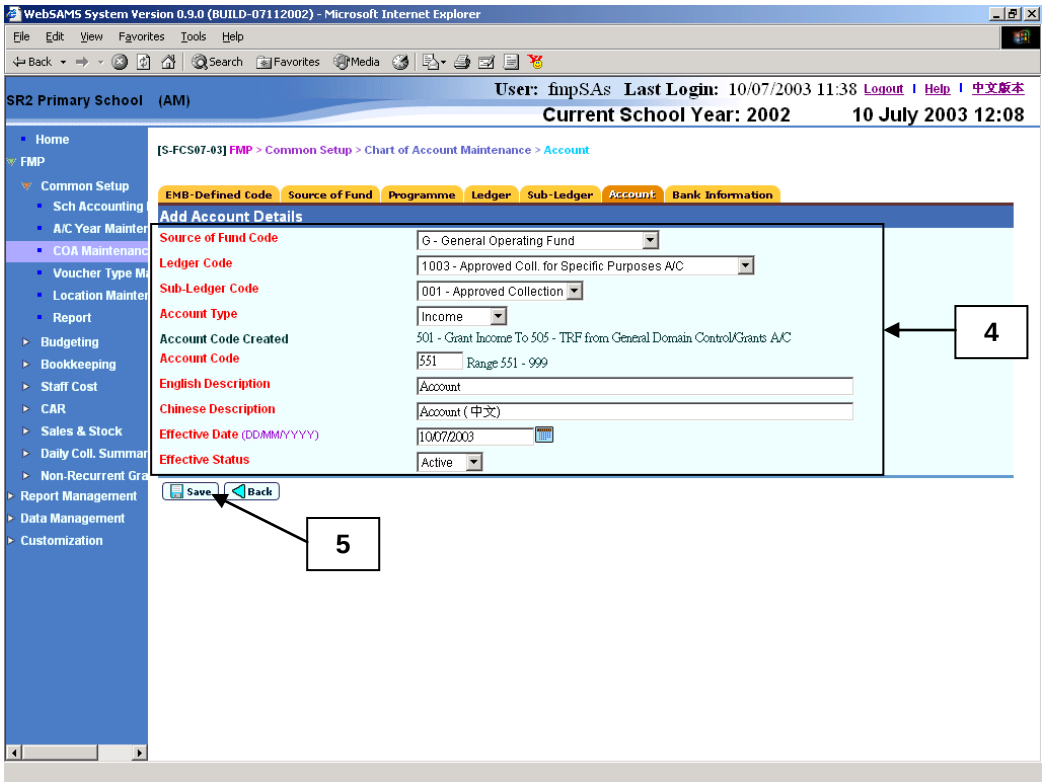


4. Enter Account information.

5. Click **[Save]** button to save the entered information.



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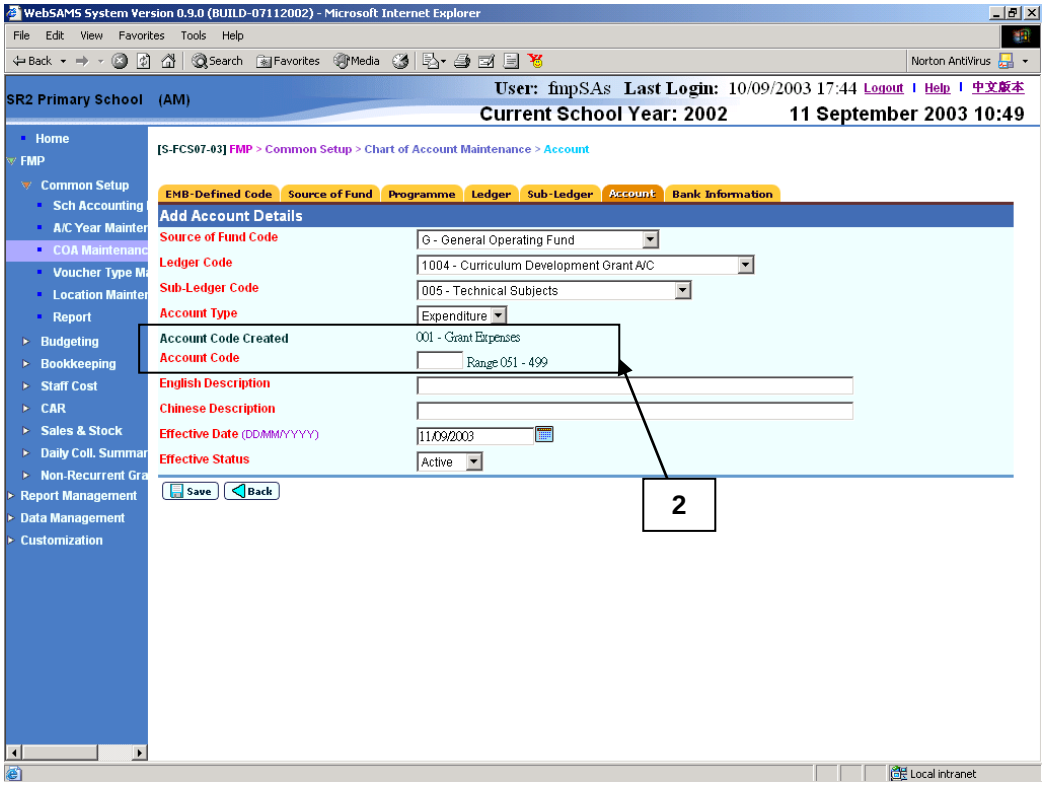
📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the information of the new account is saved.

📖 Notes

1. Source of Fund Code, Ledger Code, Sub-Ledger Code, Account Type, Account Code, English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.

2. When adding new Account Code, after selecting Source of Fund Code, Ledger Code, Sub-Ledger Code and Account Type, the page will show the range of account code already created. The range of account code, in which users are allowed to create, will also be displayed next to the account code input field.



3. Users can have a full picture of EDB and school defined account code range by clicking the **EDB-Defined Code** tab.

4. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenarios:

   - Input Account Code does not fall within the school defined account code range as specified in COA Maintenance — EDB Defined Code.

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- Account Code exists.
- Invalid date format.

Update Account

Function Description

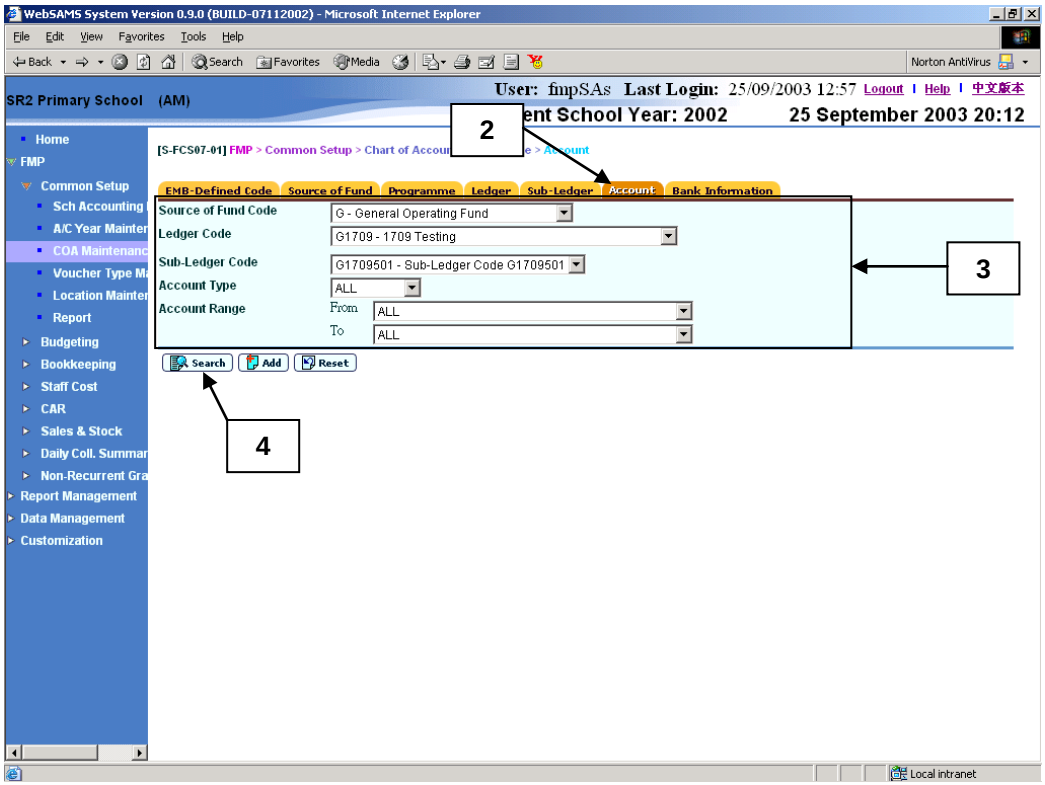
This function allows users to update an existing Account Code. Users can amend English Description, Chinese Description, Effective Date and Effective Status of the Account Code under school defined ledger code range. For report generation purpose, English Description and Chinese Description of Account Codes under EDB defined ledger code range are not allowed to be amended. Users can only amend the Effective Date and Effective Status of the Account Codes under EDB defined ledger code range.

Pre-requisites

1. Account Code has been created.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Account]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched account codes will be displayed.



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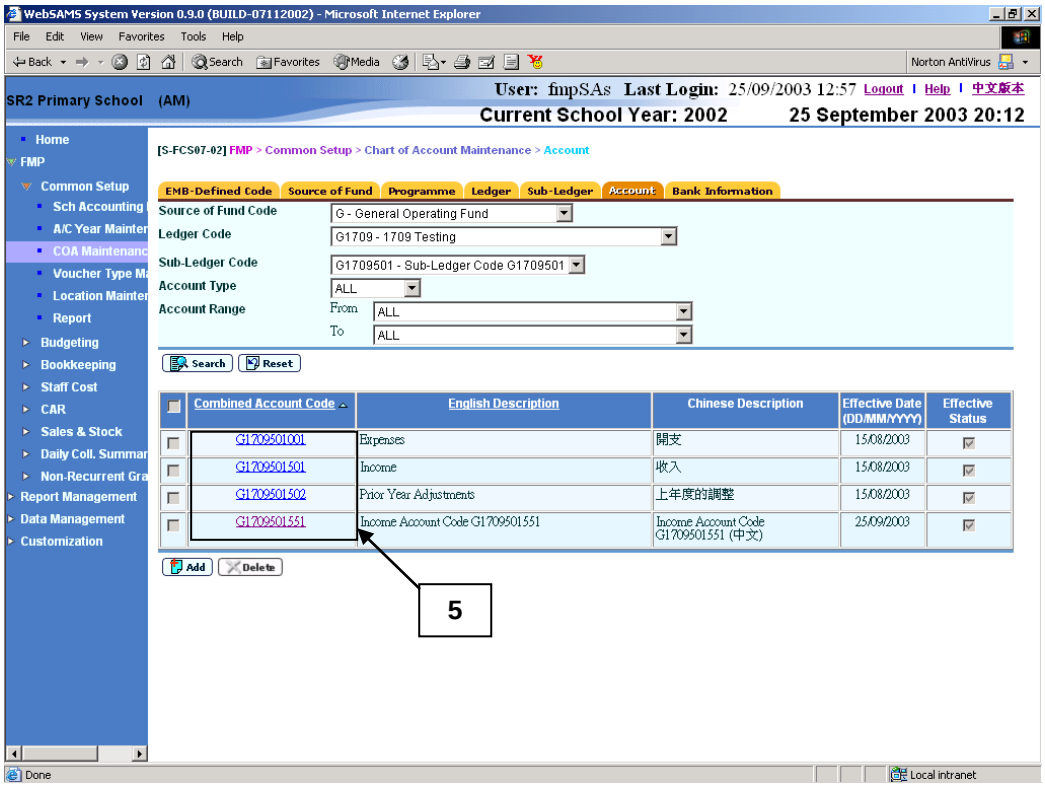
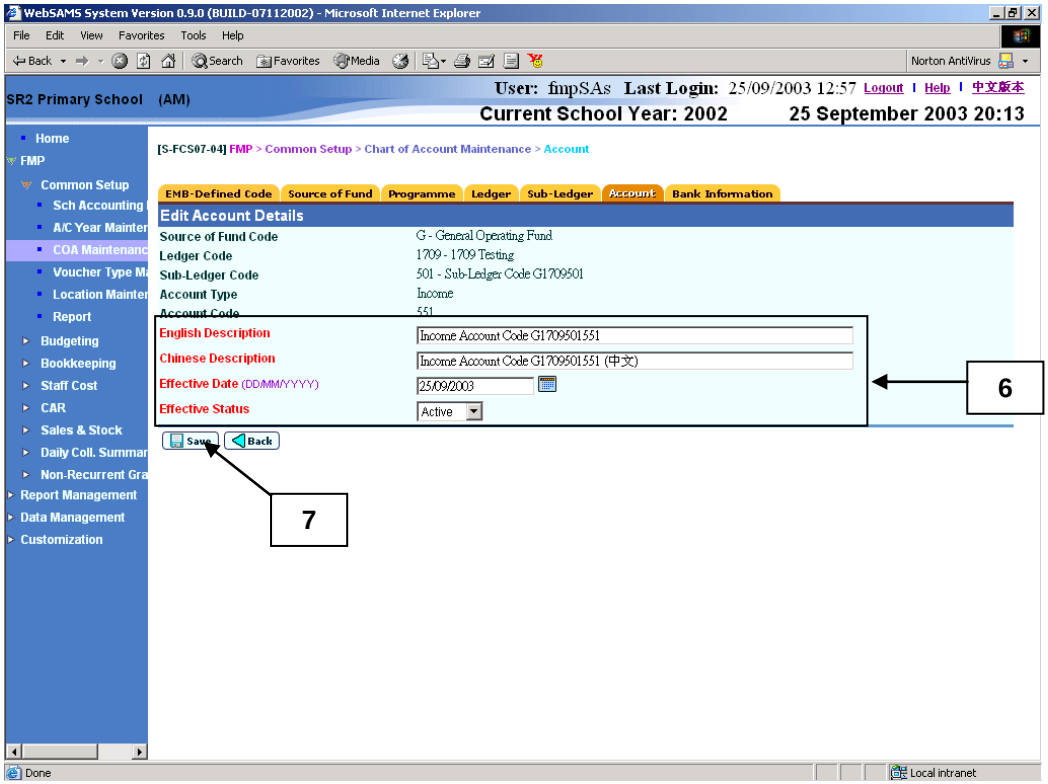
5. View / edit details of an account by clicking the **Account Code** hyperlink. **Edit Account Details** page will be displayed.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 25/09/2003 12:57 Logout Help 中文版本
Current School Year: 2002 25 September 2003 20:12
[S-FCS07-02] FMP > Common Setup > Chart of Account Maintenance > Account
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Source of Fund Code G - General Operating Fund
Ledger Code G1709 - 1709 Testing
Sub-Ledger Code G1709501 - Sub-Ledger Code G1709501
Account Type ALL
Account Range From ALL To ALL
Search Reset
Combined Account Code
English Description
Chinese Description
Effective Date (DD/MM/YYYY)
Effective Status
G1709501001 Expenses 開支 15/08/2003
G1709501501 Income 收入 15/08/2003
G1709501502 Prior Year Adjustments 上年度的調整 15/08/2003
G1709501551 Income Account Code G1709501551 Income Account Code G1709501551 (中文) 25/09/2003
Add Delete
5

6. Amend the account information in **Account Details** table.

7. Click **[Save]** button to save the changes.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 25/09/2003 12:57 Logout Help 中文版本
Current School Year: 2002 25 September 2003 20:13
[S-FCS07-04] FMP > Common Setup > Chart of Account Maintenance > Account
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Edit Account Details
Source of Fund Code G - General Operating Fund
Ledger Code 1709 - 1709 Testing
Sub-Ledger Code 501 - Sub-Ledger Code G1709501
Account Type Income
Account Code 551
English Description Income Account Code G1709501551
Chinese Description Income Account Code G1709501551 (中文)
Effective Date (DD/MM/YYYY) 25/09/2003
Effective Status Active
Save Back
6
7

📖 Post-effects

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1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the account record is saved with the updated details.

📖 Notes

1. To amend information of Account Code under school defined ledger code range, English Description, Chinese Description, Effective Date and Effective Status are mandatory fields and they are required to be entered.
2. To amend information of Account Code under EDB defined ledger code range, Effective Date and Effective Status are mandatory fields and they are required to be entered. For report generation purpose, English Description and Chinese Description cannot be amended.
3. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
    - Invalid date format.

Delete Account

📖 Function Description

This function allows users to delete an existing account. Alternatively, users may choose to deactivate existing account code by updating its Effective Status to “Inactive”.

📖 Pre-requisites

1. Account Code has been created.
2. Account Code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Account]** tab.
3. Select the search criteria from the drop-down list box.
4. Click **[Search]** button. A list of matched account codes will be displayed.

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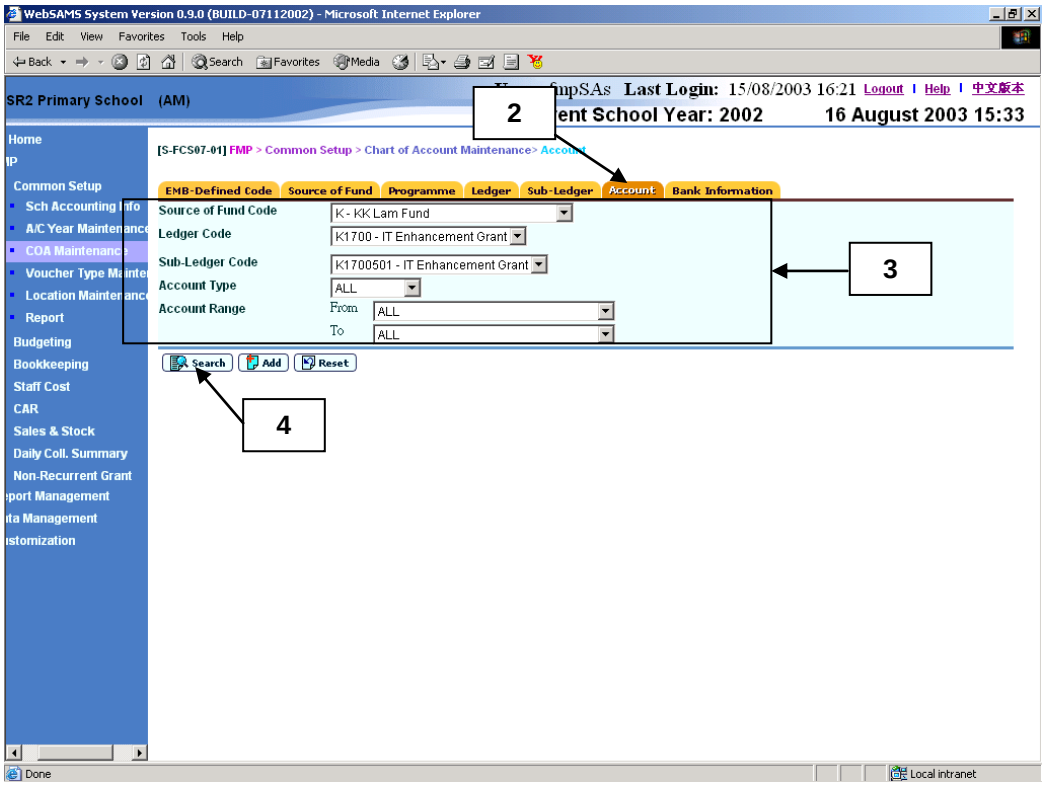
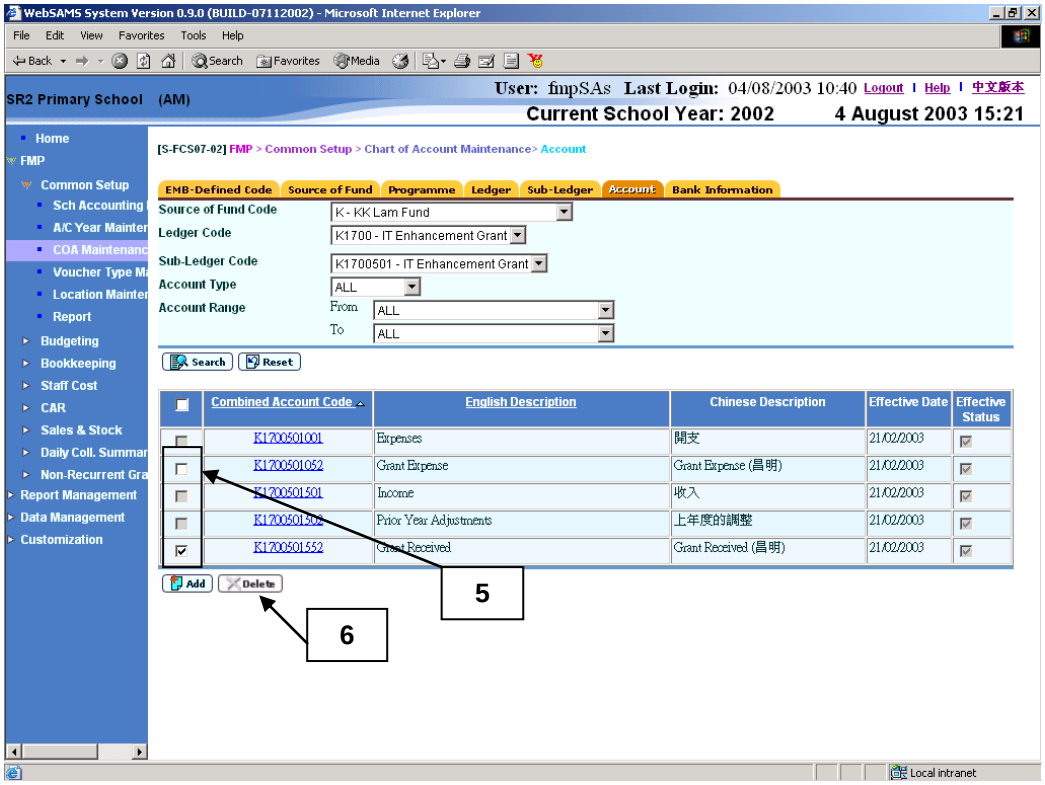


5. Select an account by clicking the checkbox next to the **Account Code**. Users may select one or more account codes to be deleted at the same time.

6. Click **[Delete]** button.



📖 Post-effects

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1. When the **[Delete]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information. When the system prompts "Record deleted successfully.", the account record is deleted.

🕮 Notes

1. Deletion of EDB preloaded Account Code is not recommended, since preload code is for annual report generation purpose and all the deleted account codes will be subsequently transferred back from EDB-end to School-end via CDS and loaded into the system.
2. Account Code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date. If any one of these 3 modules is in use, **[Delete]** button will be in dimmed mode. In this case, users should deactivate the account code by updating its Effective Status to “Inactive”.
3. Default account codes created by the system (when creating a new ledger or sub-ledger code) cannot be deleted. The checkbox will be disabled.

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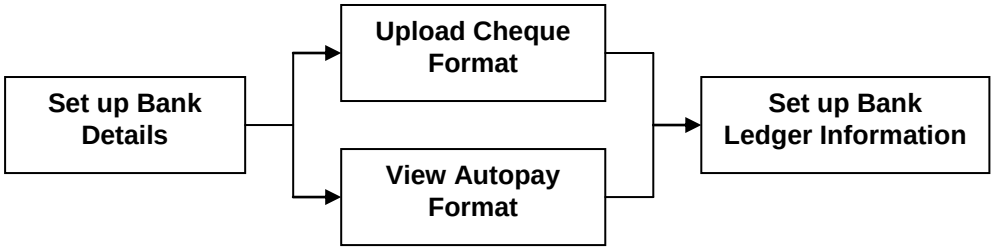
2.3.7 Bank Information

📖 Function Description

The Bank Information allows users to specify which cheque format and / or autopay format will be used if users would like to make use of “Cheque Printing” function in Bookkeeping Module, “Cheque Printing” and / or “Autopay” function in Staff Cost Module. This setup function is optional.

The workflow of the Bank Information is summarized as follows:



One EDB pre-defined set of five Bank Details, six Cheque Format and three Autopay Format are provided. Users may create additional set if found necessary by following the procedures under respective functions. Afterward, users should set up the corresponding Bank Ledger Information.

Bank Ledger Information - Add Bank Ledger Information

📖 Function Description

This function allows users to create a new Bank Ledger Information. Adding a new Bank Ledger Information is only necessary when users would like to use “Cheque Printing” function in Bookkeeping Module or “Cheque Printing” and / or “Autopay” functions in Staff Cost Module. Otherwise, it is optional to be set up.

📖 Pre-requisites

1. Source of Fund Code and Ledger Code under Ledger Type "Cash at Bank" have been set up.
2. The required Cheque format and Autopay format exist in Cheque Format and Autopay Format functions.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Bank Information]** tab.
3. Click **[Bank Ledger Information]** tab.

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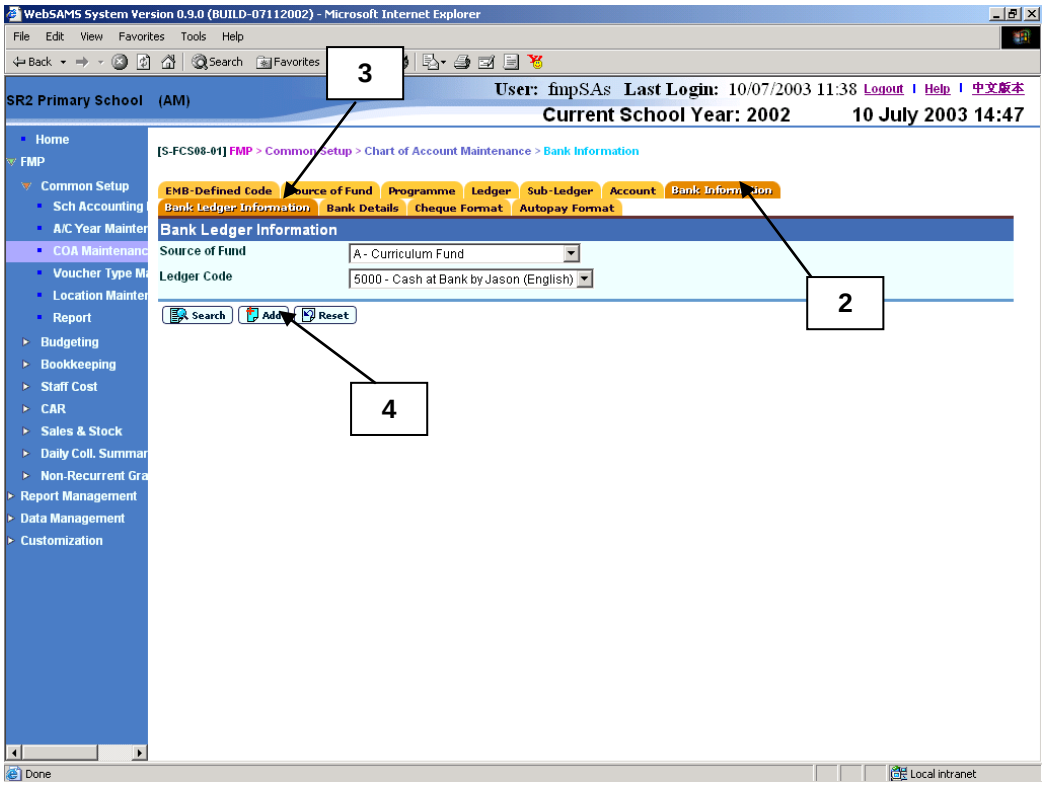
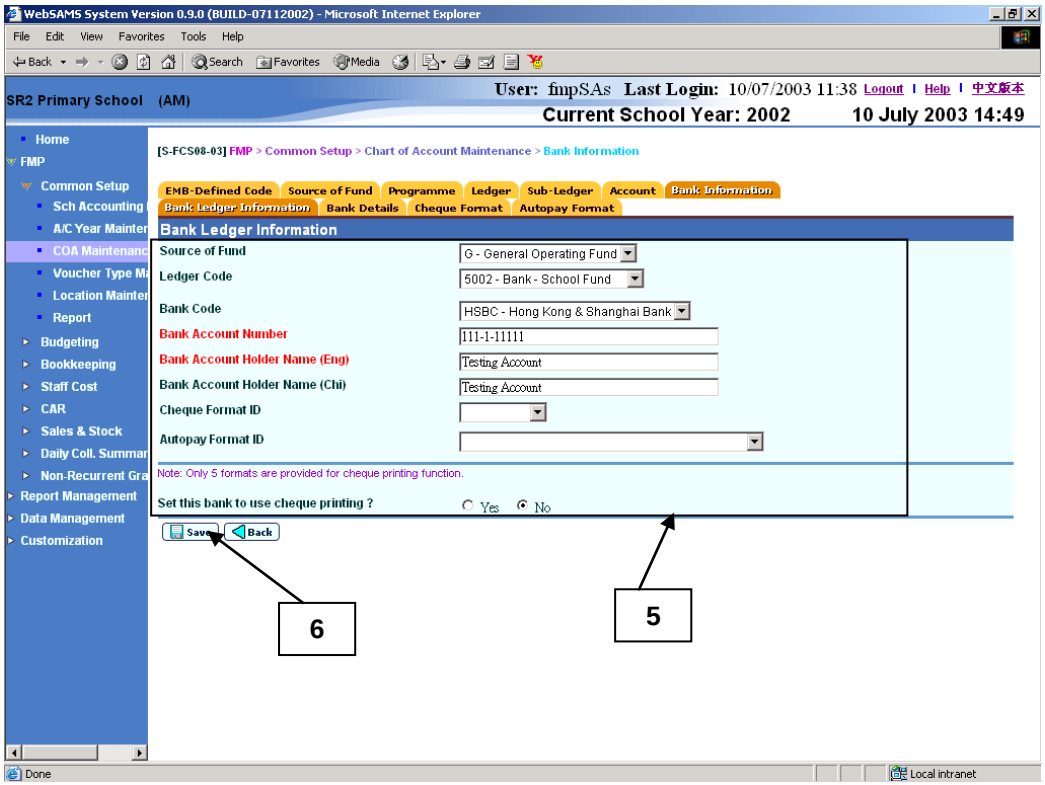

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 10/07/2003 11:38 Logout | Help | 中文版本
Current School Year: 2002 10 July 2003 14:47
[S-FCS08-01] FMP > Common Setup > Chart of Account Maintenance > Bank Information
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Bank Ledger Information | Bank Details | Cheque Format | Autopay Format
Bank Ledger Information
Source of Fund
A - Curriculum Fund
Ledger Code
5000 - Cash at Bank by Jason (English)
Search
Add
Reset
3
2
4

4. Click **[Add]** button.
5. Enter Bank Ledger information.
6. Click **[Save]** button to save the entered information.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 10/07/2003 11:38 Logout | Help | 中文版本
Current School Year: 2002 10 July 2003 14:49
[S-FCS08-03] FMP > Common Setup > Chart of Account Maintenance > Bank Information
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Bank Ledger Information | Bank Details | Cheque Format | Autopay Format
Bank Ledger Information
Source of Fund
G - General Operating Fund
Ledger Code
5002 - Bank - School Fund
Bank Code
HSBC - Hong Kong & Shanghai Bank
Bank Account Number
111-1-11111
Bank Account Holder Name (Eng)
Testing Account
Bank Account Holder Name (Chi)
Testing Account
Cheque Format ID
Autopay Format ID
Note: Only 5 formats are provided for cheque printing function.
Set this bank to use cheque printing ?
Yes
No
Save
Back
6
5

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📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the new bank ledger information is saved.

📖 Notes

1. Bank Account Number and Bank Account Holder Name (Eng) are mandatory fields and they are required to be entered.
2. Bank Account Number can only be composed by numeric and hyphen. For example, the system will accept “123-456-7890” and “1234567890” as valid Bank Account Numbers, while “123-ABC-7890” will be rejected for the reason of invalid bank account number.
3. Error message will be prompted if there is any error and users are not allowed to proceed until the error is being rectified.
4. If “Cheque Printing” function is to be used in Bookkeeping or Staff Cost Module, users should perform the following actions under Bank Ledger Information:
   a. Set up Bank Ledger Information,
   b. Select Cheque Format ID for the bank to be set for Cheque Printing (the system will print out the cheque in the selected format under Cheque Printing function),
   c. Select “Yes” in “Set this bank to use cheque printing?” (to allow users to select payment method “Cheque – With Printing” when preparing payment / payroll vouchers).

   Please refer to Bookkeeping and Staff Cost user manuals for details.
5. If “Autopay” function is to be used in Staff Cost Module, users should perform the following actions under Bank Ledger Information:
   a. Set up Bank Ledger Information,
   b. Input Bank Account Number and Bank Account Holder Name (Eng) (these 2 fields will be captured in Autopay file for Payroll Payment in Staff Cost Module).
   c. Select Autopay Format ID (the system will generate bank autopay file in the selected autopay format for Payroll Payment).

   Please refer to Staff Cost user manual for details.
6. Once the bank information is added, the information cannot be deleted.

Bank Ledger Information - Update Bank Ledger Information

📖 Function Description

This function allows users to update an existing Bank Ledger Information.

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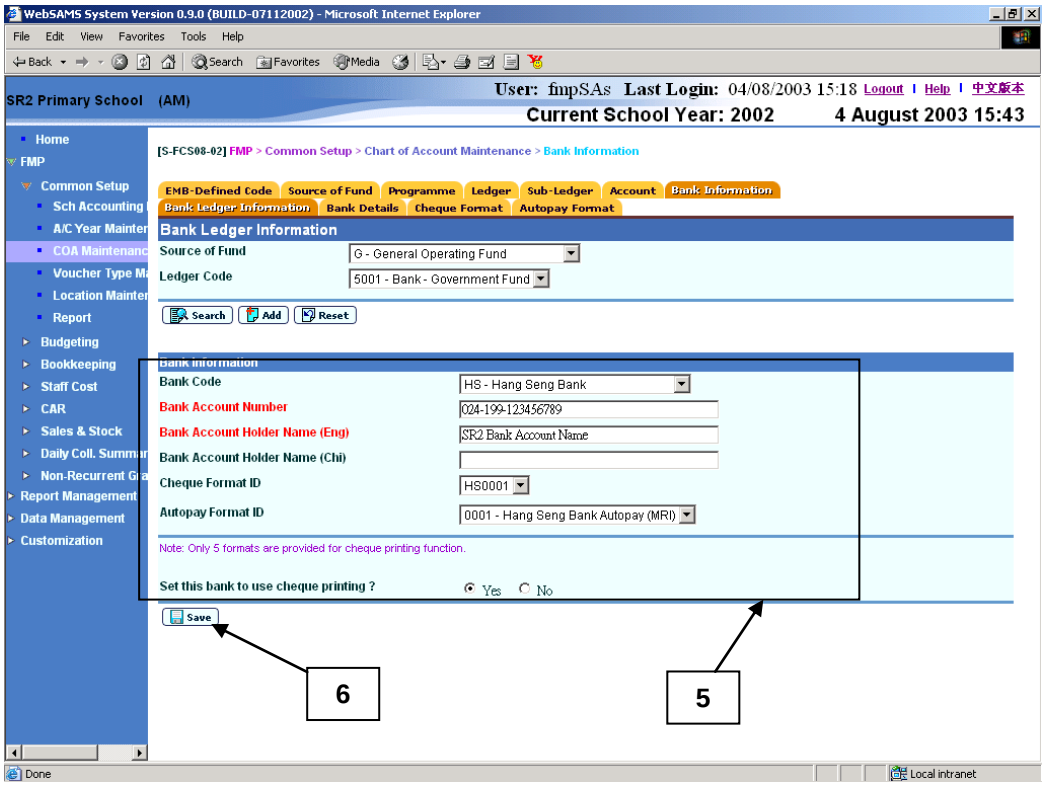
Pre-requisites

1. Source of Fund Code and Ledger Code under Ledger Type “Cash at Bank” have been set up.
2. A Cheque Format has been selected if the bank is set for Cheque Printing.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Bank Information]** tab.
3. Click **[Bank Ledger Information]** tab.
4. Select a bank ledger code from the drop-down list box. Bank information of the selected bank ledger will be displayed.
5. Amend the **Bank Ledger Information** in **Bank Information** table.



6. Click **[Save]** button to save the changes.

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully.", the bank information is saved with the updated details.

Notes

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1. Please refer to Chapter 2.3.7 “Bank Information – Bank Ledger Information – Add Bank Ledger Information” – Notes Point 1 to 6.
2. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenarios:
   - The system does not allow users to set the bank to not using cheque printing (i.e. Select “No” in “Set this bank to use cheque printing?”) if there are cheques not being confirmed as “Successfully Printed” in cheque printing function of Bookkeeping module.

Bank Details - Add Bank Details

📖 Function Description

This function allows users to create a new Bank Details. For example, if users plan to use Cheque Printing function for a particular bank, which is not in the EDB pre-defined bank list (i.e. Hong Kong and Shanghai Bank Corporation, Bank of East Asia, Hang Seng Bank, Fortis Bank and Belgian Bank), users can add a new Bank Details of that bank, and upload the corresponding Cheque Format for that bank subsequently.

📖 Pre-requisites

1. Users should have information of the new bank.
2. Cheque format is ready (if Cheque Printing will be used).

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Bank Information]** tab.
3. Click **[Bank Details]** tab.
4. Click **[Add]** button. **Add Bank Details** page will be displayed.

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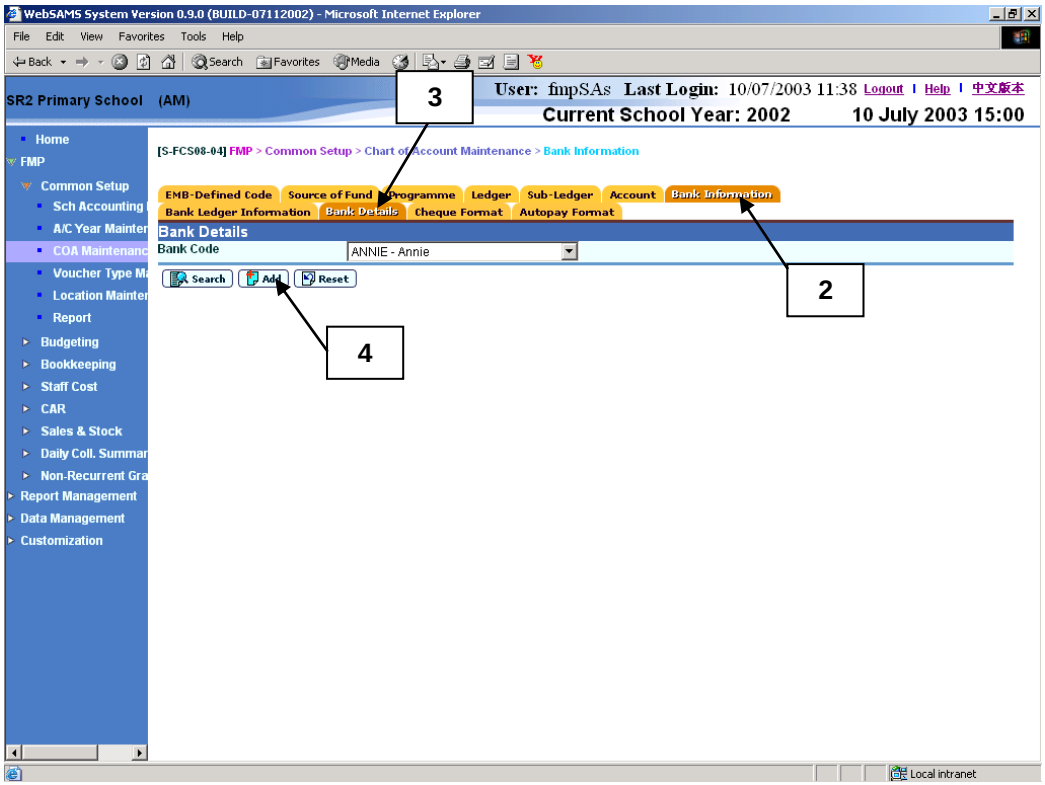
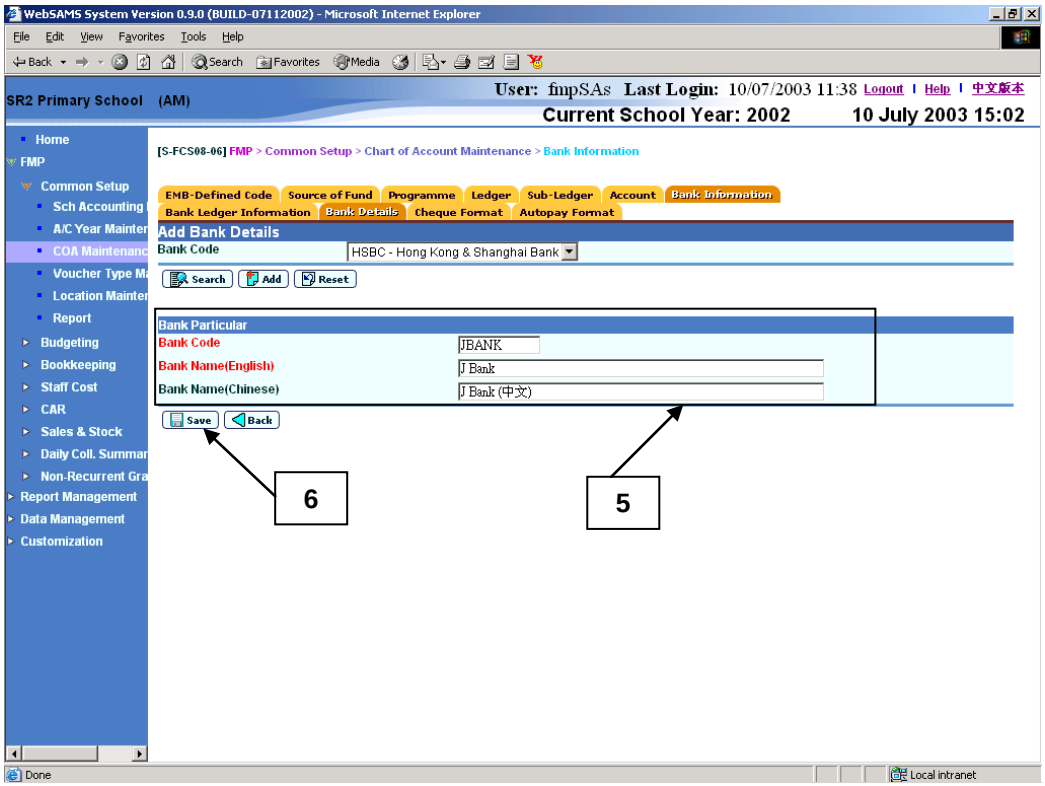

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 10/07/2003 11:38 Logout Help 中文版本
Current School Year: 2002 10 July 2003 15:00
[S-FCS08-04] FMP > Common Setup > Chart of Account Maintenance > Bank Information
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format
Bank Details
Bank Code
ANNIE - Annie
Search Add Reset
3
2
4

5. Enter Bank Particulars.

6. Click **[Save]** button to save the entered information.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 10/07/2003 11:38 Logout Help 中文版本
Current School Year: 2002 10 July 2003 15:02
[S-FCS08-06] FMP > Common Setup > Chart of Account Maintenance > Bank Information
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format
Add Bank Details
Bank Code
HSBC - Hong Kong & Shanghai Bank
Search Add Reset
Bank Particular
Bank Code
JBANK
Bank Name(English)
J Bank
Bank Name(Chinese)
J Bank (中文)
Save Back
6
5

📖 Post-effects

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1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the new bank detail is saved.

📖 Notes

1. Bank Code and Bank Name (English) are mandatory fields and they are required to be entered.
2. Bank Code cannot be amended or deleted once it has been created.
3. Creating a new Bank Details is only necessary when users aim to use Cheque Printing function for the newly opened bank account. Otherwise, there is no need to do so.
4. Creating a new Bank Details does not have any interaction with Autopay Format, since there is no function provided for the creation of Autopay Format of any bank.
5. Please be informed that the name of 'Fortis Bank' has been changed to 'Belgian Bank' on 1/5/2004.

Bank Details - Update Bank Details

📖 Function Description

This function allows users to update an existing Bank Details, which includes Bank Name (English) and Bank Name (Chinese).

📖 Pre-requisites

1. Bank Details has been created.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Bank Information]** tab.
3. Click **[Bank Details]** tab.
4. Select an existing bank code from the drop-down list box.
5. Click **[Search]** button. Details of the selected bank code will be displayed.

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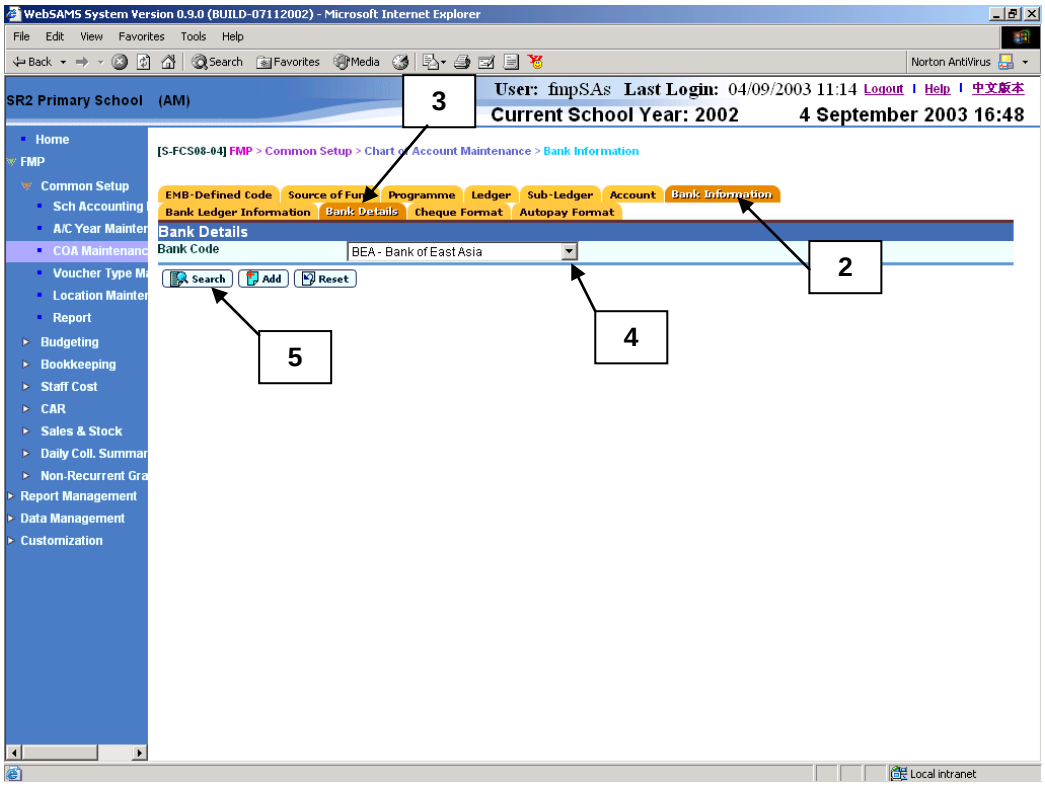
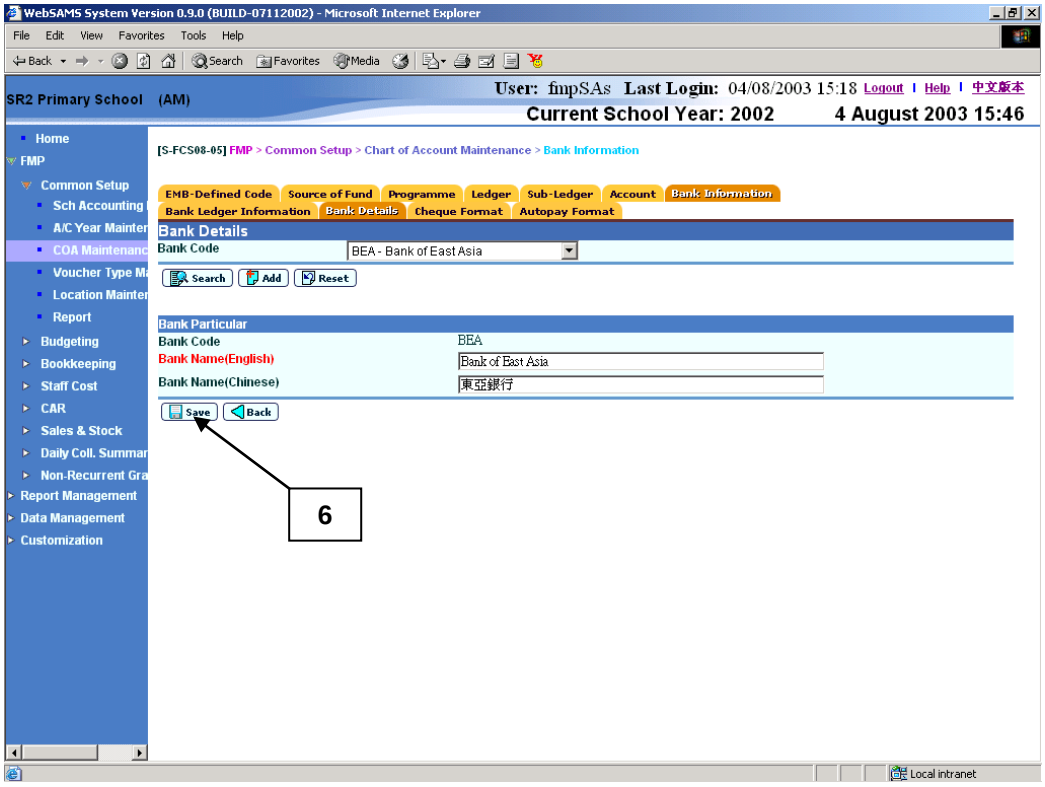

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 04/09/2003 11:14 Logout | Help | 中文版本
Current School Year: 2002 4 September 2003 16:48
[S-FCS08-04] FMP > Common Setup > Chart of Account Maintenance > Bank Information
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Bank Ledger Information | Bank Details | Cheque Format | Autopay Format
Bank Details
Bank Code
BEA - Bank of East Asia
Search | Add | Reset
3
2
4
5

6. Update the fields and click **[Save]** button to save the changes.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 04/08/2003 15:18 Logout | Help | 中文版本
Current School Year: 2002 4 August 2003 15:46
[S-FCS08-05] FMP > Common Setup > Chart of Account Maintenance > Bank Information
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Bank Ledger Information | Bank Details | Cheque Format | Autopay Format
Bank Details
Bank Code
BEA - Bank of East Asia
Search | Add | Reset
Bank Particular
Bank Code BEA
Bank Name(English) Bank of East Asia
Bank Name(Chinese) 東亞銀行
Save | Back
6

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📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully.", the information of the bank details is saved with the updated details.

📖 Notes

1. Bank Name (English) is a mandatory field and they are required to be entered.
2. Bank details of both EDB preloaded and school defined bank can be amended.

Cheque Format - Add Cheque Format

📖 Function Description

This function allows users to upload a new Cheque Format and attach to a specific bank. Users can then print out the cheque using the new format in Cheque Printing.

📖 Pre-requisites

1. The Cheque Format Template to be uploaded must be ready and available.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Bank Information]** tab.
3. Click **[Cheque Format]** tab.
4. Select an existing bank code from the drop-down list box.
5. Click **[Search]** button. All the existing Cheque Formats of the selected bank will be listed.

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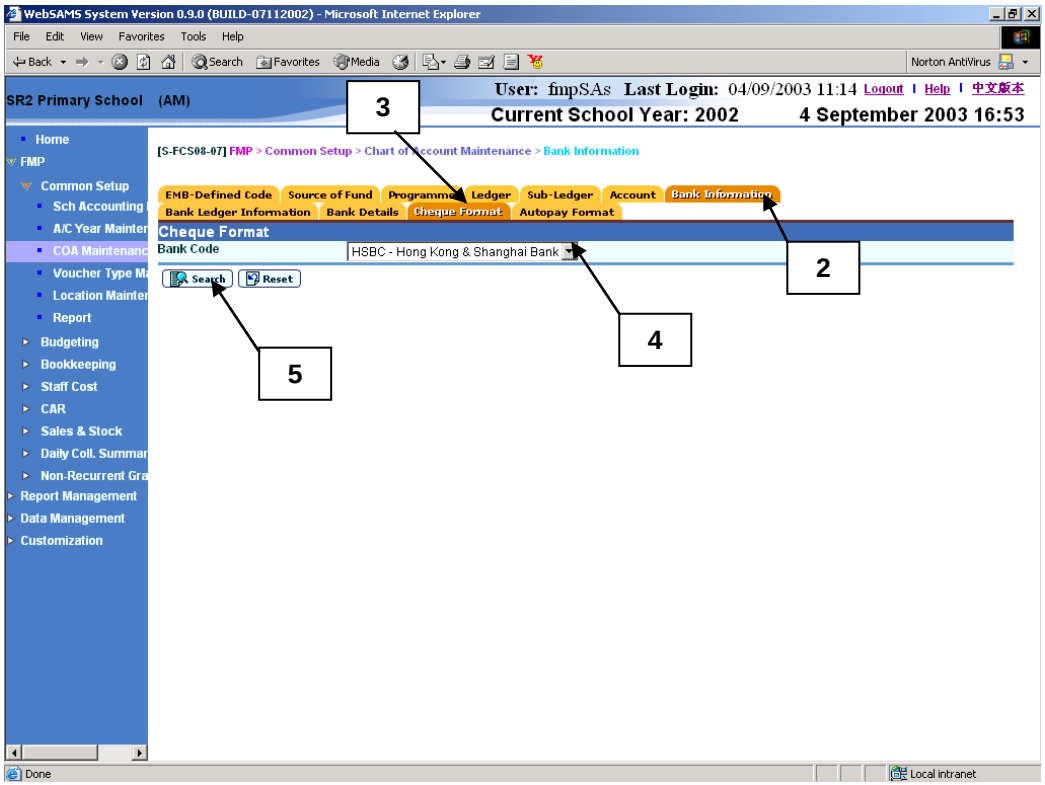
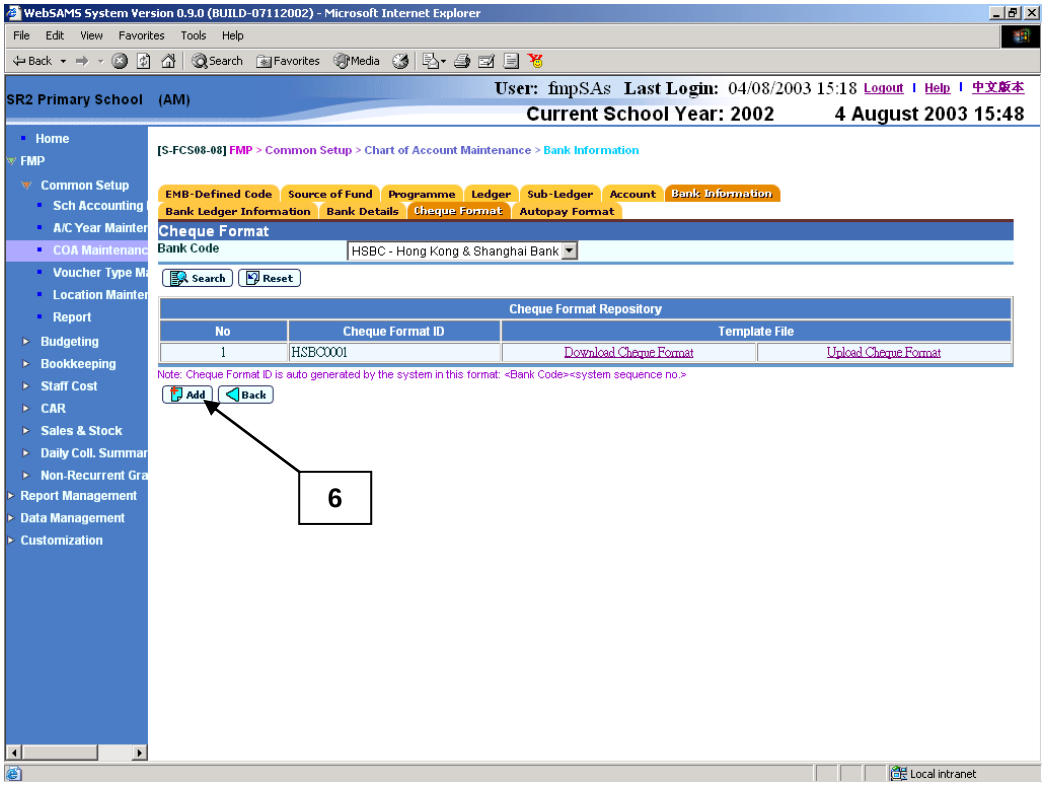


6. Click **[Add]** button. Upload Cheque Template window will pop up.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 04/08/2003 15:18 Logout | Help | 中文版本
Current School Year: 2002 4 August 2003 15:48
[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information
Cheque Format
Bank Code
HSBC - Hong Kong & Shanghai Bank
Search
Reset
Cheque Format Repository
No
Cheque Format ID
Template File
1
HSBC0001
Download Cheque Format
Upload Cheque Format
Note: Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>
Add
Back
6

7. Select a template file from local file system.
8. Click **[Add]** button to save the entered information.

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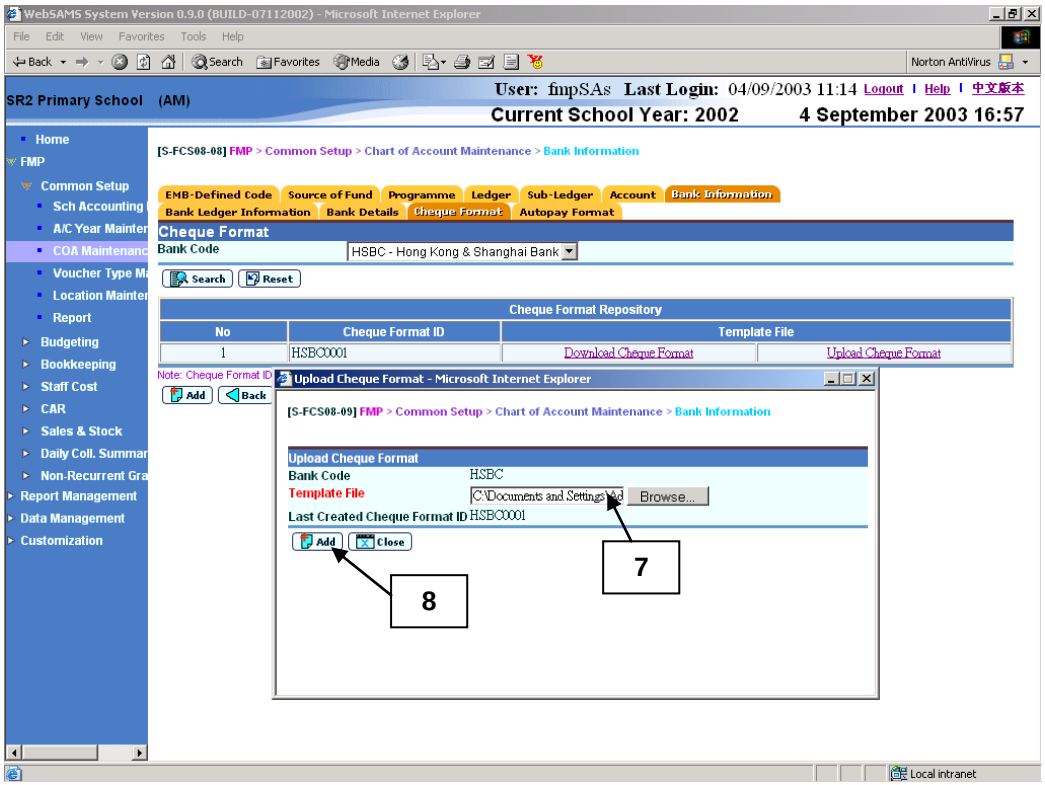
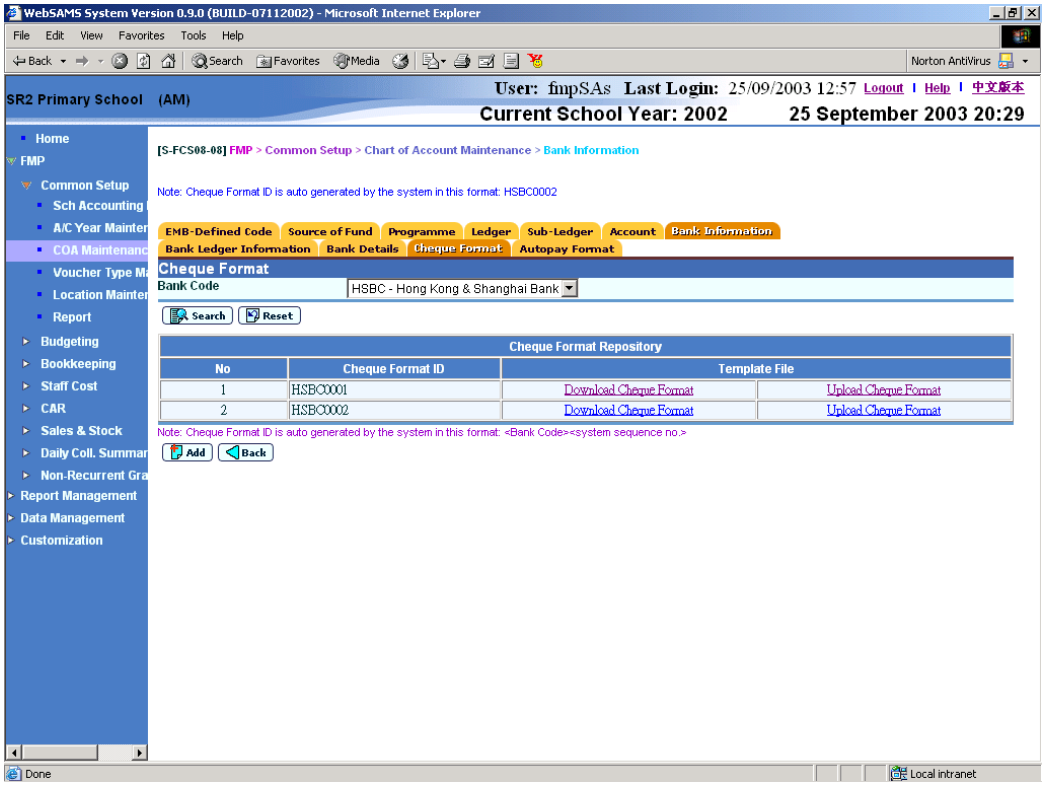

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 04/09/2003 11:14 Logout Help 中文版本
Current School Year: 2002 4 September 2003 16:57
[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information
Cheque Format
Bank Code HSBC - Hong Kong & Shanghai Bank
Search Reset
Cheque Format Repository
No Cheque Format ID Template File
1 HSBC0001 Download Cheque Format Upload Cheque Format
Upload Cheque Format - Microsoft Internet Explorer
[S-FCS08-09] FMP > Common Setup > Chart of Account Maintenance > Bank Information
Upload Cheque Format
Bank Code HSBC
Template File Browse...
Last Created Cheque Format ID HSBC0001
Add Close
7
8

9. The new Cheque Format is added to the system for the selected Bank.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 25/09/2003 12:57 Logout Help 中文版本
Current School Year: 2002 25 September 2003 20:29
[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information
Note: Cheque Format ID is auto generated by the system in this format: HSBC0002
Cheque Format
Bank Code HSBC - Hong Kong & Shanghai Bank
Search Reset
Cheque Format Repository
No Cheque Format ID Template File
1 HSBC0001 Download Cheque Format Upload Cheque Format
2 HSBC0002 Download Cheque Format Upload Cheque Format
Note: Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>
Add Back

📖 Post-effects

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1. When the **[Add]** button is clicked in **User Procedures Step 8**, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Note: Cheque Format ID is auto generated by the system in this format: <Cheque Format ID>", the new cheque format is added to the system.

📖 Notes

1. The following 6 commonly used cheque formats are preloaded by EDB and are available in the system:
   - BEA0001 (Bank of East Asia) (16.5cm x 7.5cm)
   - BELGIAN0001 (Belgian Bank) (18.7cm x 8.7cm)
   - FORTIS0001 (Fortis Bank) (18.7cm x 8.7cm)
   - HS0001 (Hang Seng Bank) (15.8cm x 8.2cm)
   - HS0002 (Hang Seng Bank) (20.2cm x 8.7cm)
   - HSBC0001 (The Hongkong and Shanghai Banking Corporation Limited) (15.9cm x 8.2cm)
2. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
   - Invalid cheque template file.
3. If users plan to use this newly created cheque format in Cheque Printing, they should edit Bank Ledger Information by changing the Cheque Format to this newly created one.
4. Please be informed that the name of 'Fortis Bank' has been changed to 'Belgian Bank' on 1/5/2004.

Cheque Format - Download Cheque Format

📖 Function Description

This function allows users to download an existing Cheque Format. Users can amend this downloaded format and upload the revised format as a new cheque format or overwrite any of the existing one.

📖 Pre-requisites

1. At least one Cheque Format must be available in the system.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.

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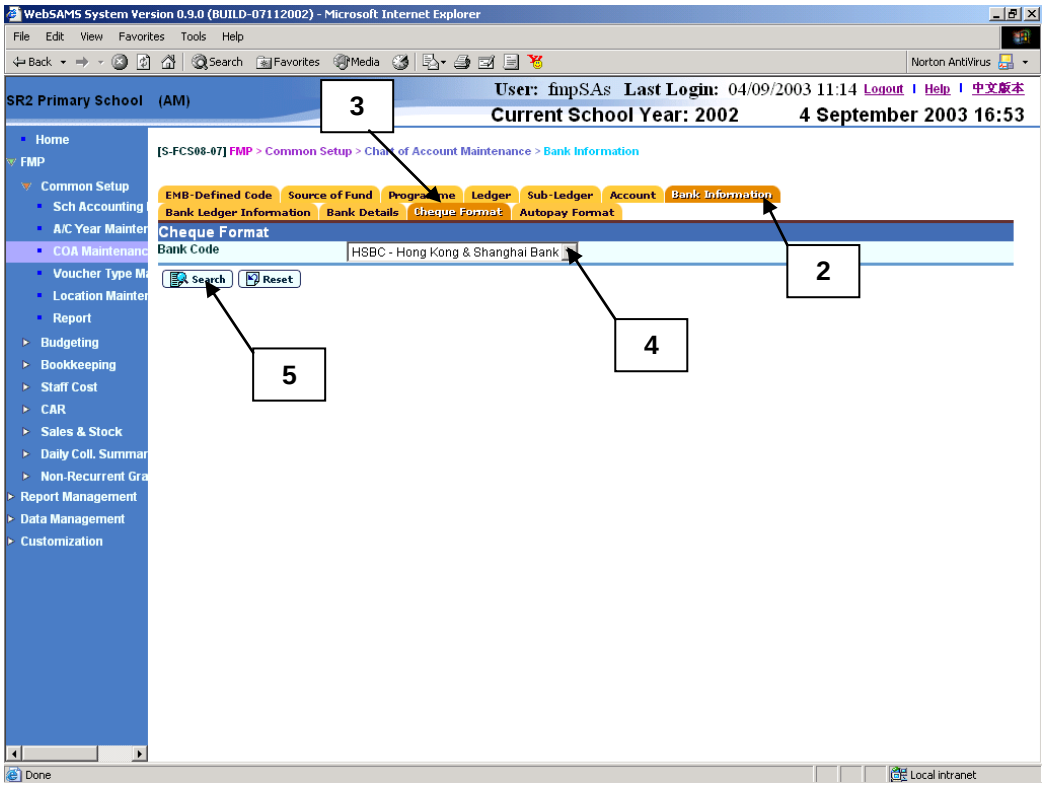
2. Click **[Bank Information]** tab.
3. Click **[Cheque Format]** tab.
4. Select an existing bank code from the drop-down list box.
5. Click **[Search]** button. All the existing Cheque Formats of the selected bank will be listed.



6. Select a cheque format by clicking the **Download Cheque Format** link. A download file window will pop up.

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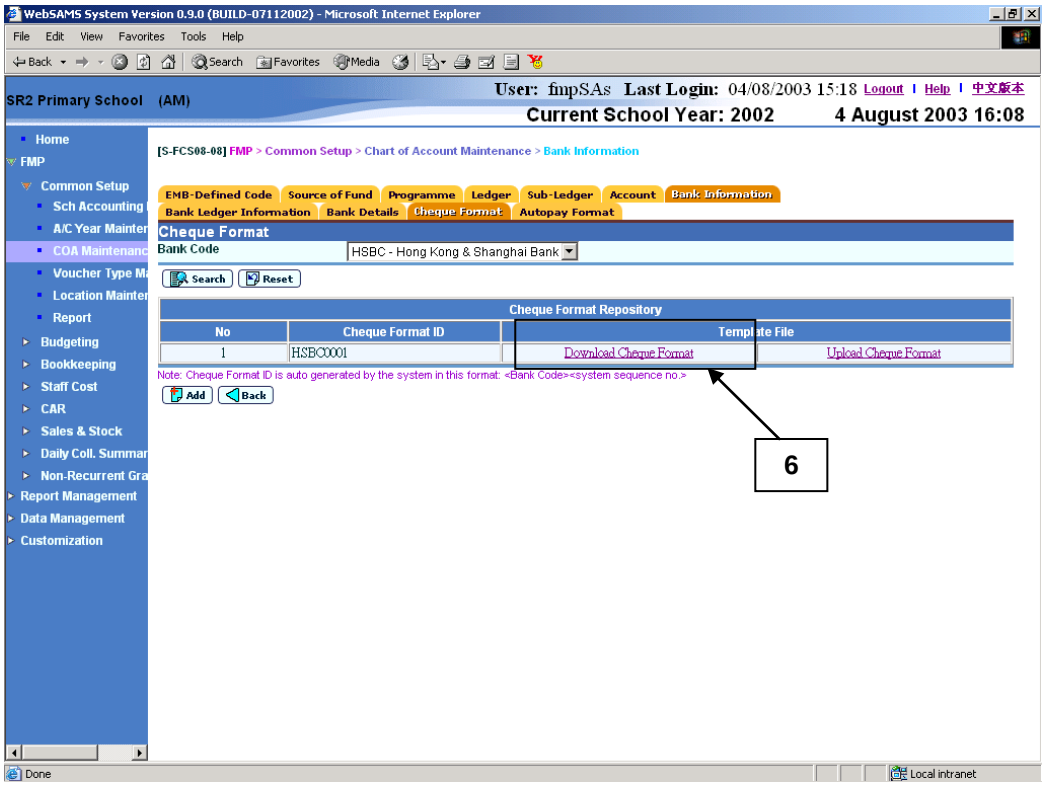
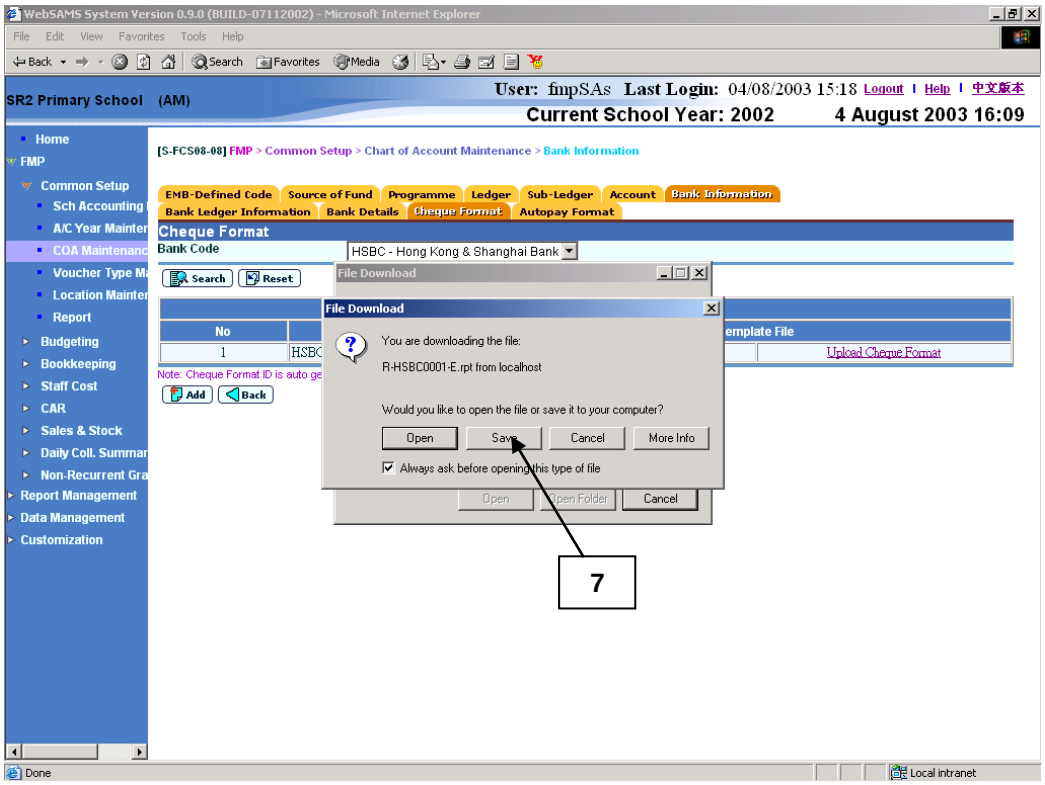

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 04/08/2003 15:18 Logout Help 中文版本
Current School Year: 2002 4 August 2003 16:08
[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information
EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format
Cheque Format
Bank Code
HSBC - Hong Kong & Shanghai Bank
Search Reset
Cheque Format Repository
No
Cheque Format ID
Template File
1
HSBC0001
Download Cheque Format
Upload Cheque Format
Note: Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>
Add Back
6

7. Click **[Save]** button to download the template file and store into local file system.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 04/08/2003 15:18 Logout Help 中文版本
Current School Year: 2002 4 August 2003 16:09
[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information
Cheque Format
Bank Code
HSBC - Hong Kong & Shanghai Bank
File Download
You are downloading the file:
R-HSBC0001-E.rpt from localhost
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file
Open Folder
Cancel
7

8. Specify the destination directory and click **[Save]** button.

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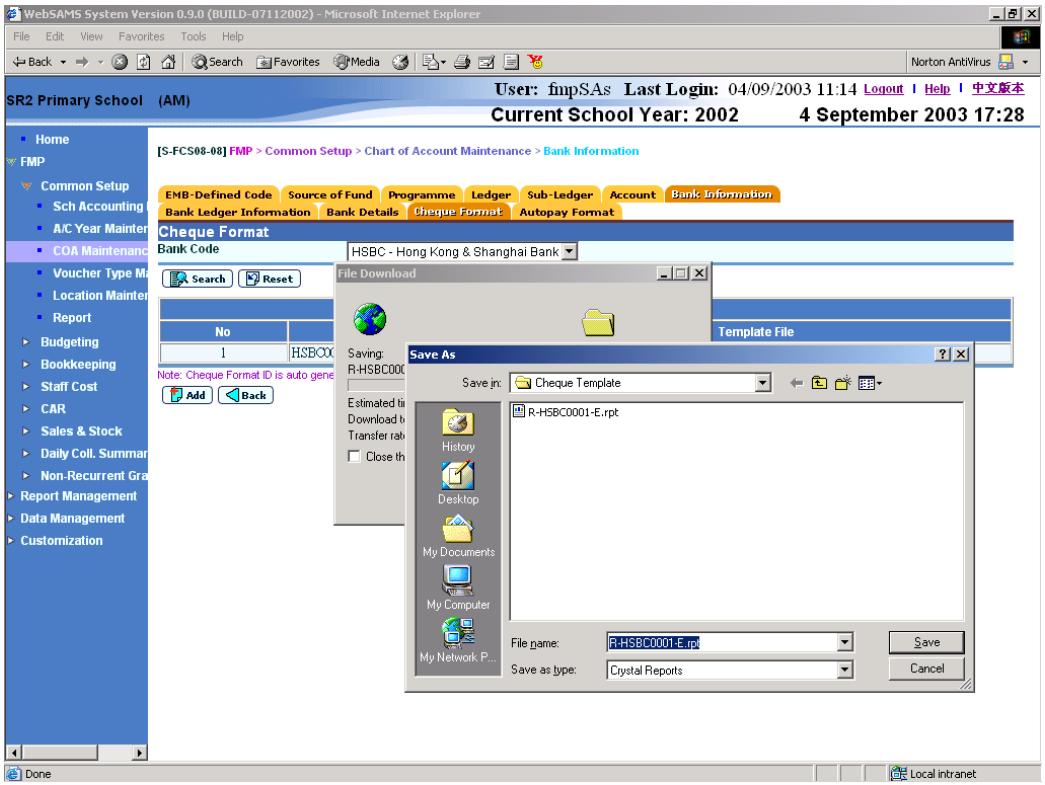

Post-effects

1. The selected cheque template file is downloaded.

Notes

1. Users should view / revise the downloaded cheque template using Crystal Reports application.
2. After users have revised the template, users can add a new cheque format with this revised one, or upload this revised format and overwrite an existing format.

Cheque Format - Upload Cheque Format

Function Description

This function allows users to upload Cheque Format and overwrite an existing one.

Pre-requisites

1. The Cheque Format Template to be uploaded must be ready and available.

User Procedures

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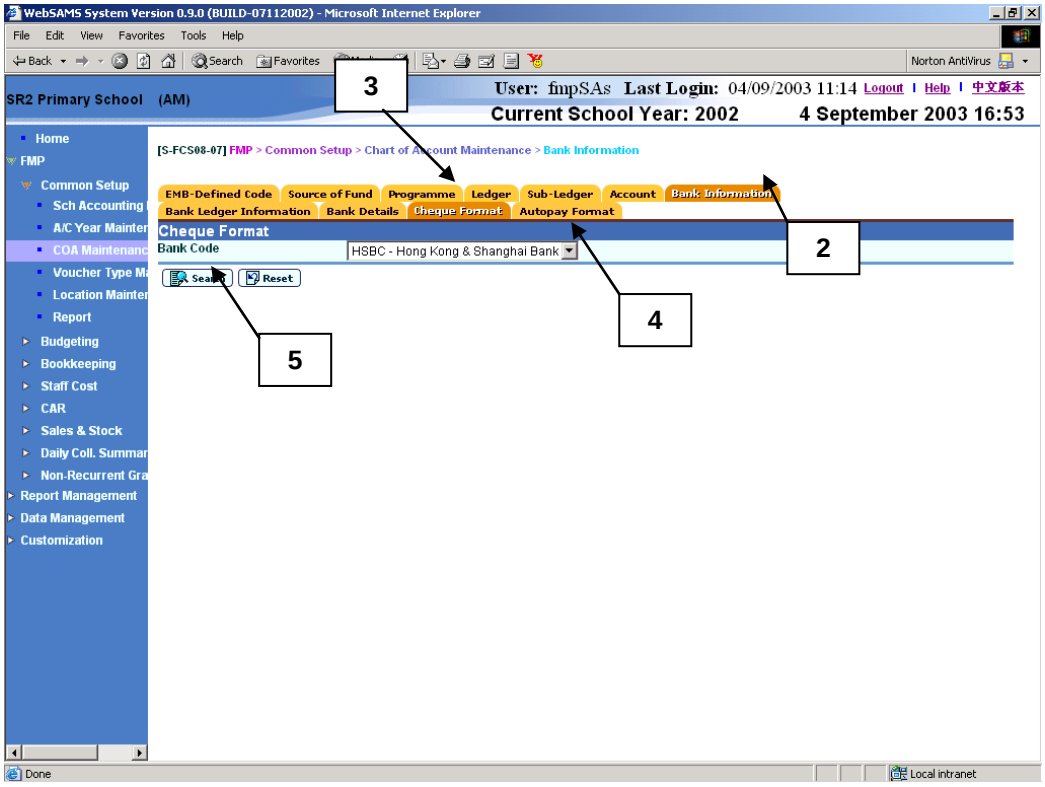
1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Bank Information]** tab.
3. Click **[Cheque Format]** tab.
4. Select an existing bank code from the drop-down list box.
5. Click **[Search]** button. All the existing Cheque Formats of the selected bank will be listed.



6. Select a cheque format by clicking the **Upload Cheque Format** link. **Upload Cheque Template** window will pop up.

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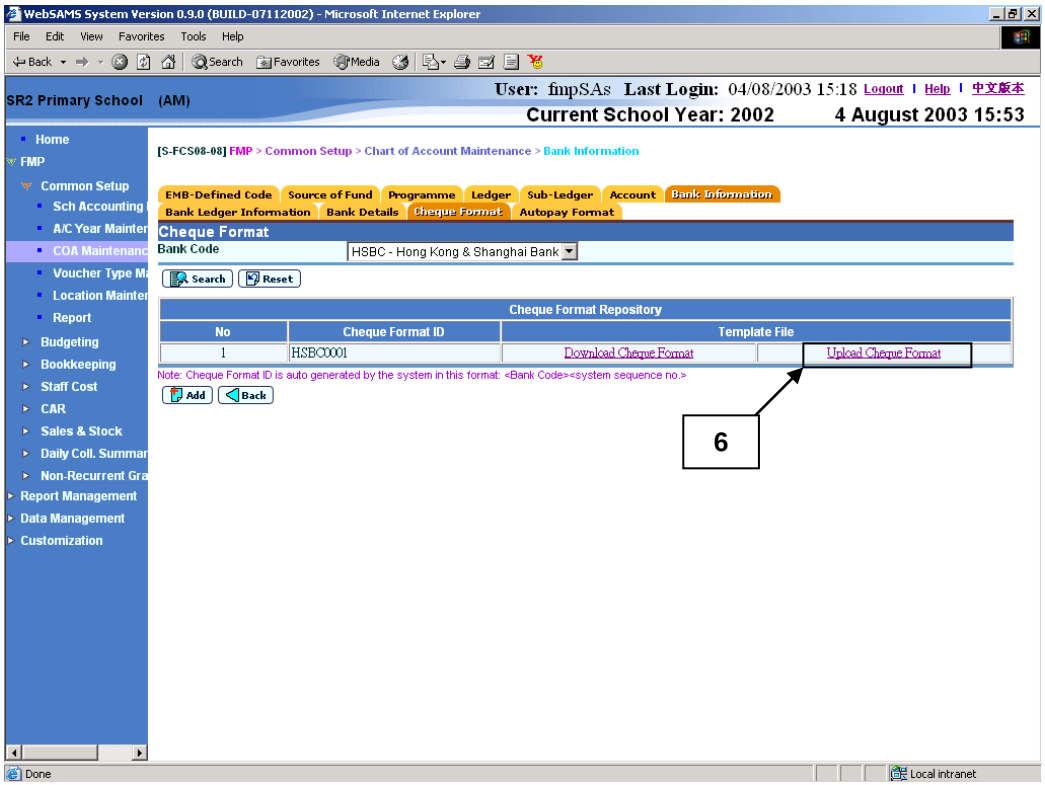

7. Specify the cheque template file path and click **[Save]** button to save the changes.

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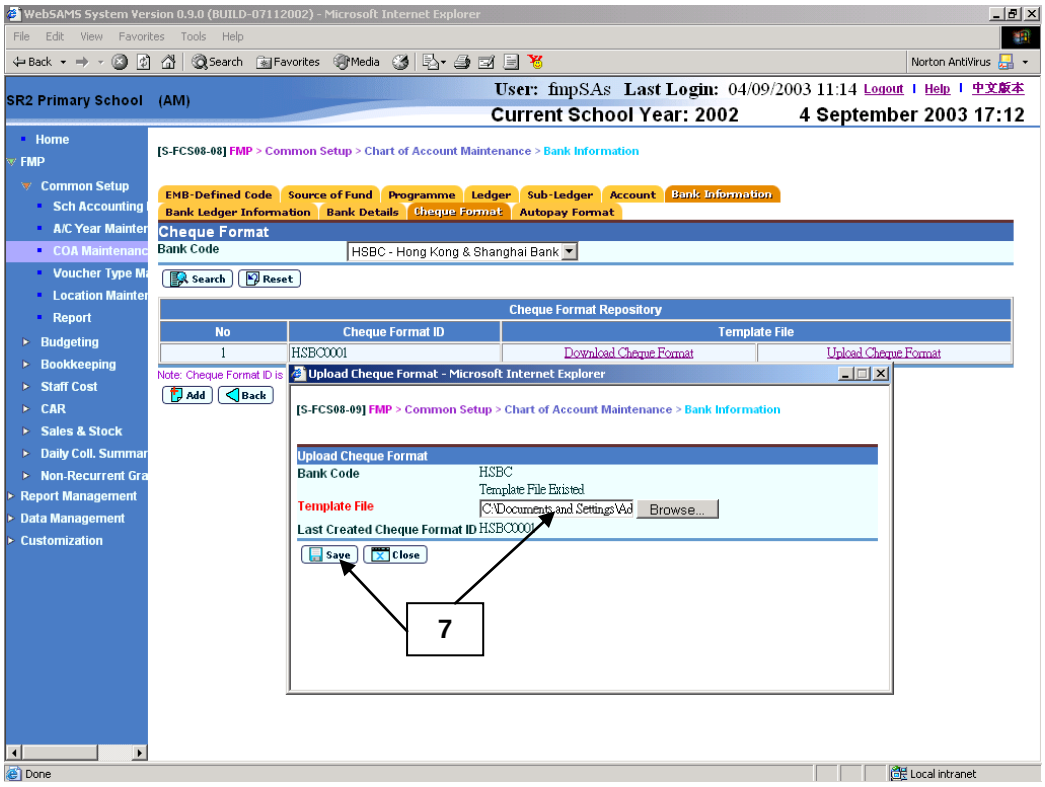
WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 04/09/2003 11:14 Logout | Help | 中文版本
Current School Year: 2002 4 September 2003 17:12
[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information
EMB-Defined Code | Source of Fund | Programme | Ledger | Sub-Ledger | Account | Bank Information
Bank Ledger Information | Bank Details | Cheque Format | Autopay Format
Cheque Format
Bank Code
HSBC - Hong Kong & Shanghai Bank
Search
Reset
Cheque Format Repository
No
Cheque Format ID
Template File
1
HSBC0001
Download Cheque Format
Upload Cheque Format
Note: Cheque Format ID is
Add
Back
Upload Cheque Format - Microsoft Internet Explorer
[S-FCS08-09] FMP > Common Setup > Chart of Account Maintenance > Bank Information
Upload Cheque Format
Bank Code
HSBC
Template File Existed
Template File
C:\Documents and Settings\Ad
Browse...
Last Created Cheque Format ID HSBC0001
Save
Close
7
Done
Local intranet

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the new cheque format is uploaded to the system. The old cheque format will be overwritten. There is no change of Cheque Format ID.

Notes

1. Users are allowed to upload and overwrite the preloaded cheque formats.
2. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
   - Invalid cheque template file.

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Autopay Format - Search Autopay Format

Function Description

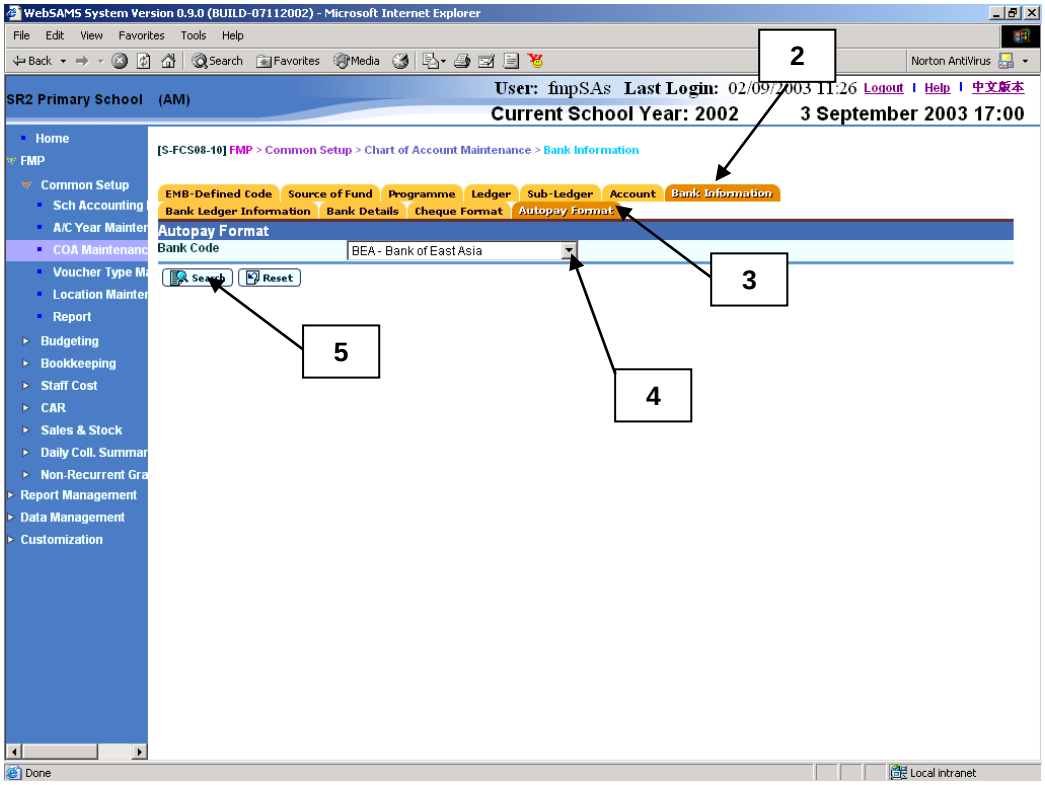
This function allows users to search for the Autopay Format available to the selected bank. Please note that only searching function is provided. There is no download or upload function, since amendment of Autopay Format is not allowed.

Pre-requisites

1. The preload Autopay Formats have been set up.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[COA Maintenance]** from the left menu.
2. Click **[Bank Information]** tab.
3. Click **[Autopay Format]** tab.
4. Select an existing bank code from the drop-down list box.
5. Click **[Search]** button.



6. The **Autopay Format** result page will be displayed.

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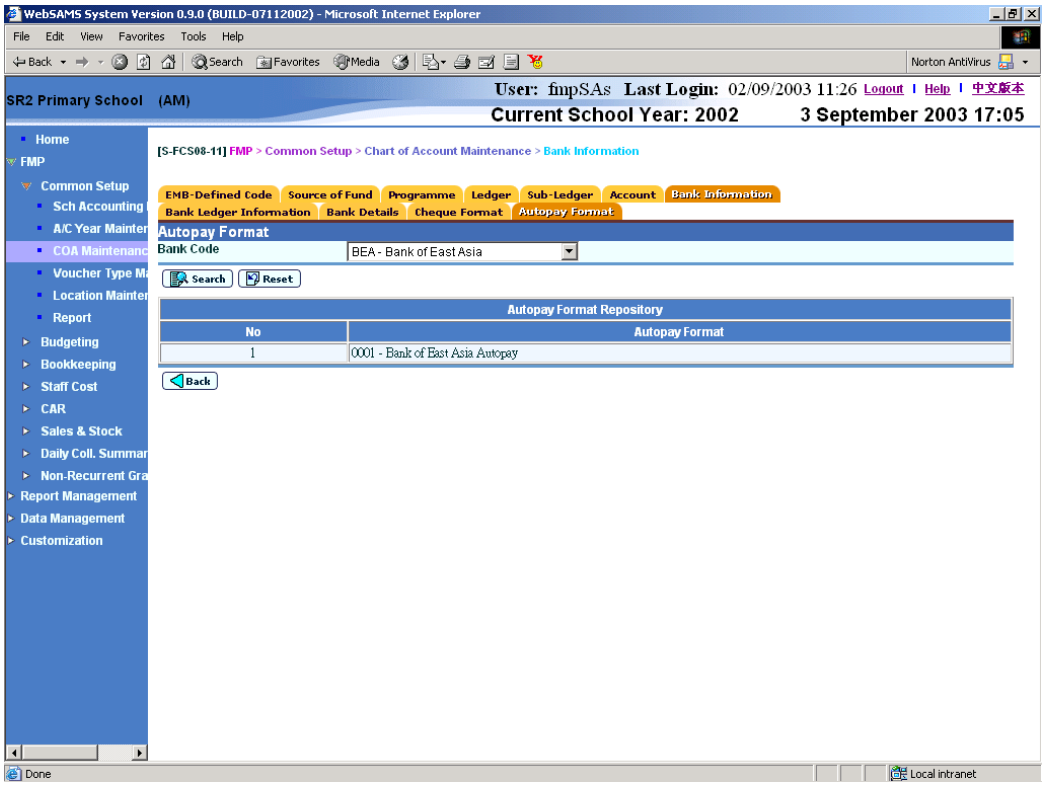

📖 Post-effects

1. All the preloaded autopay formats of the selected bank will be listed.

📖 Notes

1. The following 3 commonly used autopay formats are preloaded into the system:
   - Bank of East Asia Autopay
   - Hang Seng Bank Autopay (MRI)
   - The Hongkong and Shanghai Banking Corporation Limited Autopay (MRI)
2. Autopay format is for the use of payroll preparation. The setup of autopay profile for each of the banks is available in Staff Cost Module. Please refer to Staff Cost user manual for details.

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2.4 Voucher Type Maintenance

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

2.4.1 Maintain Voucher Type

Add Voucher Type

📖 Function Description

This function allows users to create a new voucher type for Bookkeeping, Staff Cost, Capital Asset Register and Sales and Stock Modules. The voucher type is required to be specified when creating new vouchers.

All the voucher types are categorized under 9 voucher classifications:

- Bookkeeping Payment Voucher
- Bookkeeping Receipt Voucher
- Bookkeeping Journal Voucher
- Bookkeeping Petty Cash Voucher
- Staff Cost Payment Voucher
- Staff Cost Journal Voucher
- Capital Asset Register Payment Voucher
- Sales and Stock Payment Voucher
- Sales and Stock Receipt Voucher

📖 Pre-requisites

1. EDB preloaded voucher type has been set up.
2. Duplicated voucher type does not exist.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Voucher Type Maintenance]** from the left menu. All the existing voucher types will be displayed.
2. Click **[Add]** button. **Add Voucher Type Details** page will be displayed.

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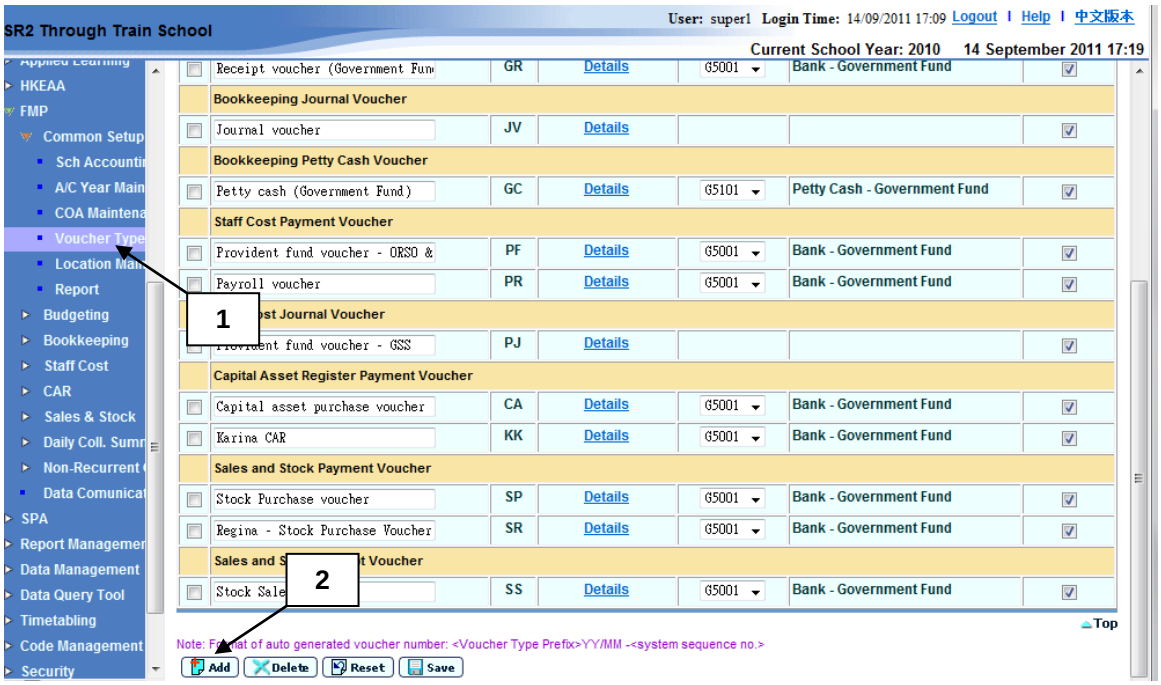
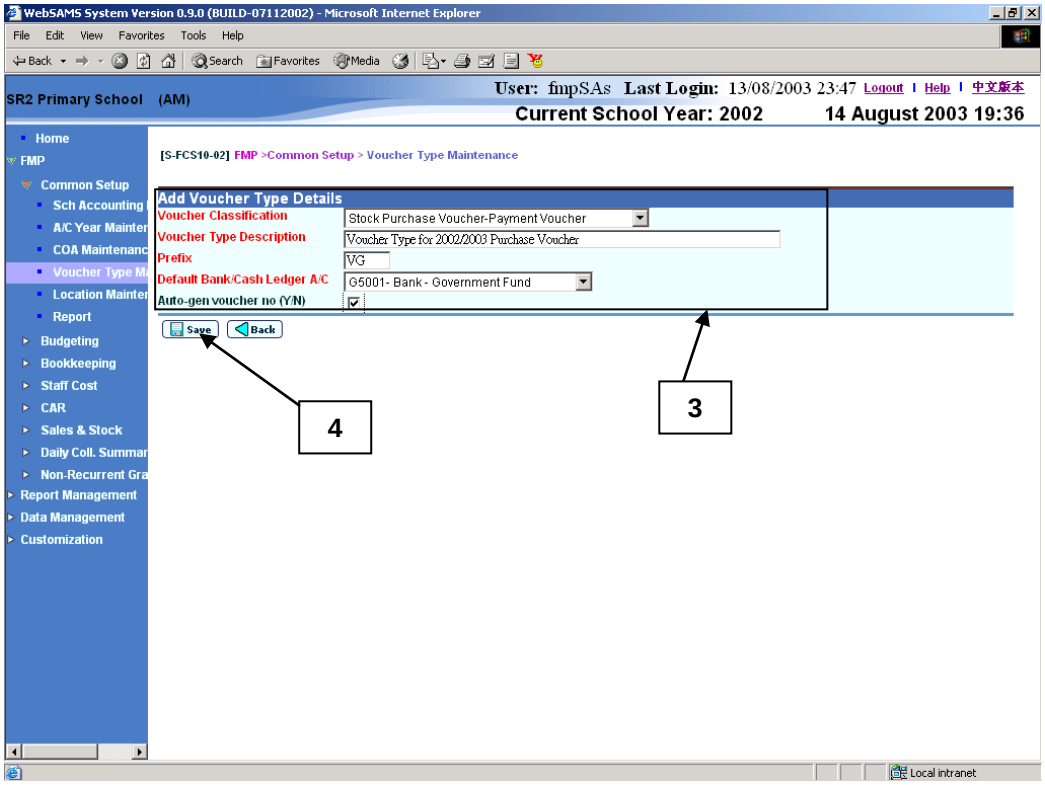

SR2 Through Train School
User: super1 Login Time: 14/09/2011 17:09 Logout | Help | 中文版本
Current School Year: 2010 14 September 2011 17:19
HKEAA
FMP
Common Setup
Sch Accounti
A/C Year Main
COA Maintena
Voucher Type
Location Ma
Report
Budgeting
Bookkeeping
Staff Cost
CAR
Sales & Stock
Daily Coll. Summ
Non-Recurrent
Data Comunicat
SPA
Report Manageme
Data Management
Data Query Tool
Timetabling
Code Management
Security
Receipt voucher (Government Fun GR Details G5001 Bank - Government Fund
Bookkeeping Journal Voucher
Journal voucher JV Details
Bookkeeping Petty Cash Voucher
Petty cash (Government Fund) GC Details G5101 Petty Cash - Government Fund
Staff Cost Payment Voucher
Provident fund voucher - ORSO & PF Details G5001 Bank - Government Fund
Payroll voucher PR Details G5001 Bank - Government Fund
st Journal Voucher
Provident fund voucher - GSS PJ Details
Capital Asset Register Payment Voucher
Capital asset purchase voucher CA Details G5001 Bank - Government Fund
Karina CAR KK Details G5001 Bank - Government Fund
Sales and Stock Payment Voucher
Stock Purchase voucher SP Details G5001 Bank - Government Fund
Regina - Stock Purchase Voucher SR Details G5001 Bank - Government Fund
Sales and S t Voucher
Stock Sale SS Details G5001 Bank - Government Fund
Top
Note: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>
Add Delete Reset Save
1
2



3. Enter Voucher Type information.
4. Click **[Save]** button to save the entered information.

   Note that:

   <u>Prefix</u>

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- A unique prefix must be assigned to each of the voucher types.

Default Bank / Cash Ledger A/C

- Default Bank Ledger A/C is for the use in Bookkeeping Payment / Receipt Voucher, Staff Cost Payment Voucher, Capital Asset Register Payment Voucher, and Sales and Stock Payment / Receipt Voucher. Account defaulted can still be changed at the time of voucher creation.
- Default Cash Ledger A/C is for the use in Bookkeeping Petty Cash Voucher.
- For Journal Voucher, there is no need to select any Default Bank / Cash Ledger A/C.

Auto-generate voucher no. (Y/N)

- Voucher number auto generation feature can be set up for all voucher classifications when creating vouchers.
- The format of auto generation voucher number is <Voucher Type Prefix>YY/MM-<system sequence no.>. E.g. GP02/09-00001. Each pair of accounting year and voucher type has its own sequence no. They do not share the same sequence no.
- When creating vouchers in Bookkeeping, Staff Cost, Capital Asset Register and Sales and Stock Modules, the word “Auto” will appear in the voucher number textbox by default if the selected voucher type has been set to use system auto-generate number. There is a total of 13 digits for the auto-generate voucher number, (e.g. GP03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to “00002” for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained.) Users can use the auto-generate number or they can enter their own voucher number by overwriting the word “Auto”.
- If auto-generate voucher number option has not been selected: -
    a. Voucher number must be unique throughout the system. Please ensure that the same voucher number will not be repeated for other vouchers in future.
    b. If the same voucher is to be repeated annually (such as Hardware maintenance fee), users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the ‘Year’ and NNNNNN represents the ‘Voucher No.’. There are 10 digits for users to manually input the voucher number.
    c. If the same voucher is to be paid monthly (such as payment of rental), users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN (value:200301V001) where YYYY represents the ‘Year’, MM represents the ‘Month’ and NNNN represents the ‘Voucher No.’. There are 10 digits for users to manually input the voucher number.
    d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12

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because 2 digits of voucher prefix are added by the system. (e.g. GP2003VOU001 or GP200301V001)

📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the information of the new voucher type is saved.

📖 Notes

1. Voucher Classification, Voucher Type Description, Prefix and Default Bank / Cash Ledger A/C are mandatory fields and they are required to be entered.
2. Auto-generate voucher number consists of 13 digits, and manual input voucher number consists of 12 digits at maximum (2 digits for prefix and 10 digits for users to input manually). Users can still manually input voucher number at the time of voucher creation even though with auto-generate option selected.
3. When creating a new voucher type, the default last generated number will be set to 0. After voucher has been created using the auto-generate voucher number feature, this last generated number will be incremented.

Bookkeeping Payment / Receipt / Journal / Petty Cash Voucher Classifications

4. Vouchers with voucher type under these four voucher classifications can be created under Bookkeeping Module.

Staff Cost Payment / Journal Voucher Classifications

5. Vouchers with voucher type under these two voucher classifications can be created under Staff Cost Module. The voucher details will be transmitted to Bookkeeping Module if Bookkeeping Module is effective.
6. Vouchers can also be created in Bookkeeping Module under these two voucher classifications if Staff Cost Module is effective. However, this is not recommended. Users should prepare vouchers of such voucher type in Staff Cost Module.

Capital Asset Register Payment Voucher Classification

7. Vouchers with voucher type under this classification can be created in Bookkeeping Module if Capital Asset Register Module is effective. The voucher details (e.g. voucher date and amount) will be transmitted to Capital Asset Register Module after the voucher has been posted in Bookkeeping Module. Users have to enter related asset details (e.g. asset item, quantity, location) in Capital Asset Register Module afterwards.
8. Vouchers can be created directly in Capital Asset Register Module under this classification. If Bookkeeping Module is in use, users have to create an additional Bookkeeping Payment Voucher in order to record the payment in the books of accounts.

Sales and Stock Payment / Receipt Voucher Classifications

9. Vouchers with voucher type under these two classifications can be created in Bookkeeping Module if Sales and Stock Module is effective. The voucher

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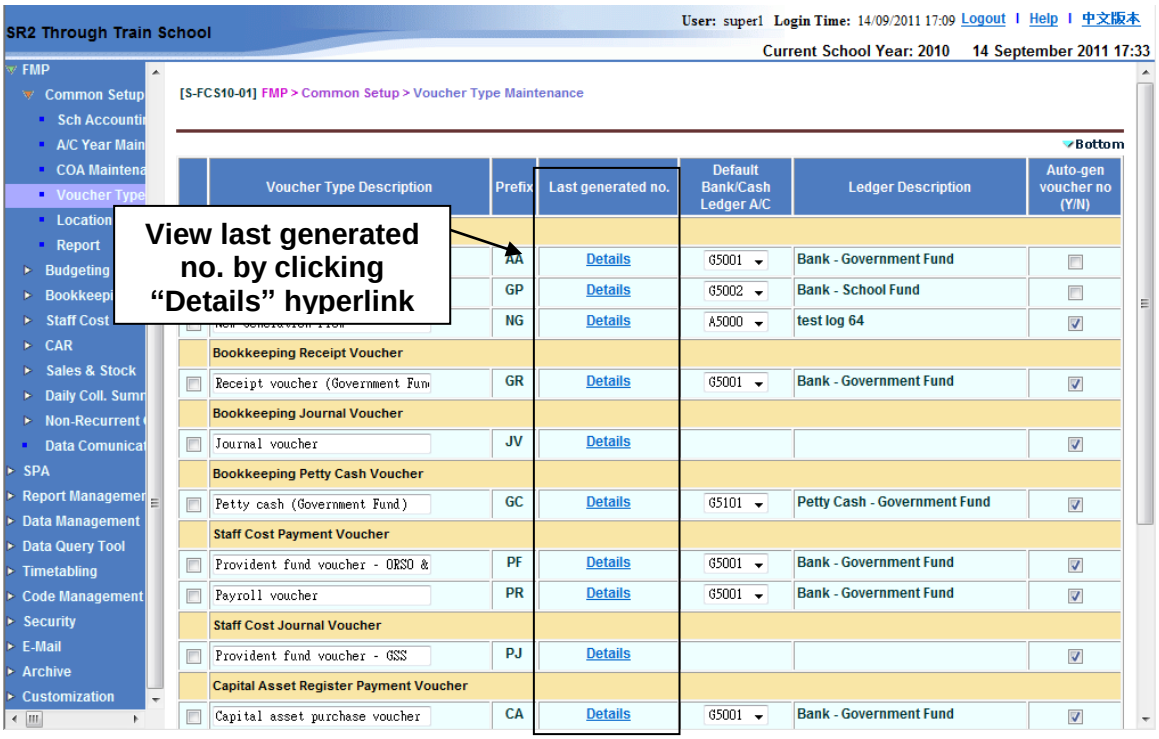
details (e.g. voucher date and amount) will be transmitted to Sales and Stock Module after the voucher has been posted in Bookkeeping Module. Users have to enter related stock details (e.g. stock item, quantity) in Sales and Stock Module afterwards.

10. Vouchers can be created directly in Sales and Stock Module under these two classifications. If Bookkeeping Module is in use, users have to create an additional Bookkeeping Payment Voucher or Receipt Voucher respectively in order to record the stock purchase and stock selling amount in the books of accounts.


SR2 Through Train School
User: super1 Login Time: 14/09/2011 17:09 Logout | Help | 中文版本
Current School Year: 2010 14 September 2011 17:33
[S-FCS10-01] FMP > Common Setup > Voucher Type Maintenance
Bottom
View last generated no. by clicking "Details" hyperlink
Voucher Type Description
Prefix
Last generated no.
Default Bank/Cash Ledger A/C
Ledger Description
Auto-gen voucher no (Y/N)
Bookkeeping Receipt Voucher
Bookkeeping Journal Voucher
Bookkeeping Petty Cash Voucher
Staff Cost Payment Voucher
Staff Cost Journal Voucher
Capital Asset Register Payment Voucher
Receipt voucher (Government Fun
Journal voucher
Petty cash (Government Fund)
Provident fund voucher - ORSO &
Payroll voucher
Provident fund voucher - GSS
Capital asset purchase voucher
Details
Bank - Government Fund
Bank - School Fund
test log 64
Petty Cash - Government Fund

11. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenarios:

    - Duplicated voucher prefix exists.
    - Prefix does not consist of 2 characters and it is not in alphanumeric.

Update Voucher Type

📖 Function Description

This function allows users to update an existing voucher type.

📖 Pre-requisites

1. Voucher Type has been created.

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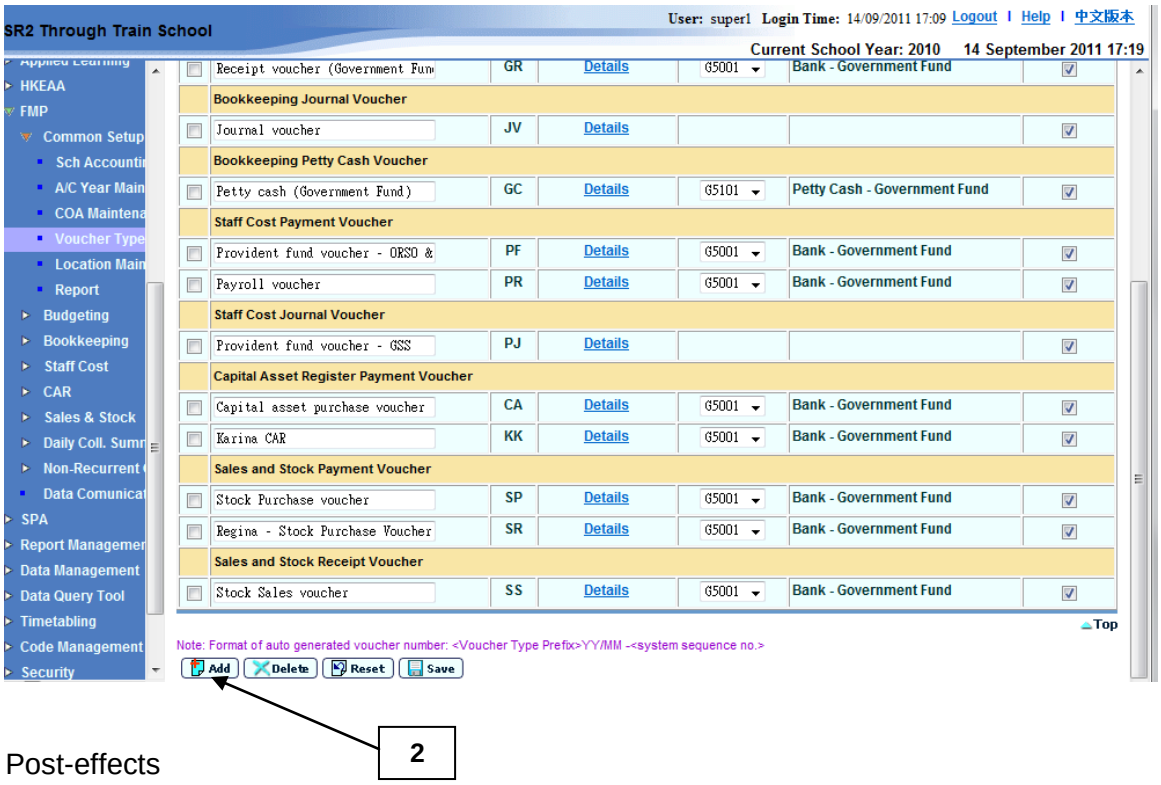
User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Voucher Type Maintenance]** from the left menu.
2. Update the fields and click **[Save]** button to save the changes.


SR2 Through Train School
User: super1 Login Time: 14/09/2011 17:09 Logout | Help | 中文版本
Current School Year: 2010 14 September 2011 17:19
HKEAA
FMP
Common Setup
Sch Accounti
A/C Year Main
COA Maintena
Voucher Type
Location Main
Report
Budgeting
Bookkeeping
Staff Cost
CAR
Sales & Stock
Daily Coll. Summ
Non-Recurrent
Data Comunicat
SPA
Report Managemer
Data Management
Data Query Tool
Timetabling
Code Management
Security
Receipt voucher (Government Fun GR Details G5001 Bank - Government Fund
Bookkeeping Journal Voucher
Journal voucher JV Details
Bookkeeping Petty Cash Voucher
Petty cash (Government Fund) GC Details G5101 Petty Cash - Government Fund
Staff Cost Payment Voucher
Provident fund voucher - ORSO & PF Details G5001 Bank - Government Fund
Payroll voucher PR Details G5001 Bank - Government Fund
Staff Cost Journal Voucher
Provident fund voucher - GSS PJ Details
Capital Asset Register Payment Voucher
Capital asset purchase voucher CA Details G5001 Bank - Government Fund
Karina CAR KK Details G5001 Bank - Government Fund
Sales and Stock Payment Voucher
Stock Purchase voucher SP Details G5001 Bank - Government Fund
Regina - Stock Purchase Voucher SR Details G5001 Bank - Government Fund
Sales and Stock Receipt Voucher
Stock Sales voucher SS Details G5001 Bank - Government Fund
Top
Note: Format of auto generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>
Add
Delete
Reset
Save
2

Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully.", the voucher type information is saved with the updated details.

Notes

1. Voucher Type Description is mandatory field and it is required to be entered.
2. Users may update more than one voucher type at the same time.
3. Users can update the Default Bank / Cash Ledger A/C of a voucher type at any time during the year. After that, new vouchers created in Bookkeeping and Staff Cost Modules will refer to the newly selected Default Bank / Cash Ledger A/C. All the vouchers previously created will not be affected. Nevertheless, account defaulted can be changed at the time of voucher creation.
4. Users can update the Auto Generate Voucher No. option at any time during the year. If users have selected not using Auto Generate Voucher Number feature, they have to enter voucher number manually when creating

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vouchers in different modules. Please note that all the vouchers previously created will not be affected.

5. Auto-generate voucher number consists of 13 digits, and manual input voucher number consists of 12 digits at maximum (2 digits for prefix and 10 digits for users to input manually). Users can still manually input voucher number at the time of voucher creation even though with auto-generate option selected.
6. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
   - Voucher Type Description is not provided.

Delete Voucher Type

📖 Function Description

This function allows users to delete an existing voucher type.

📖 Pre-requisites

1. Voucher Type has been created.
2. No voucher has been created for the selected voucher type.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Voucher Type Maintenance]** from the left menu.
2. Select a voucher type by clicking the checkbox next to the **Voucher Type**. Users may select one or more voucher types to be deleted at the same time.
3. Click **[Delete]** button.

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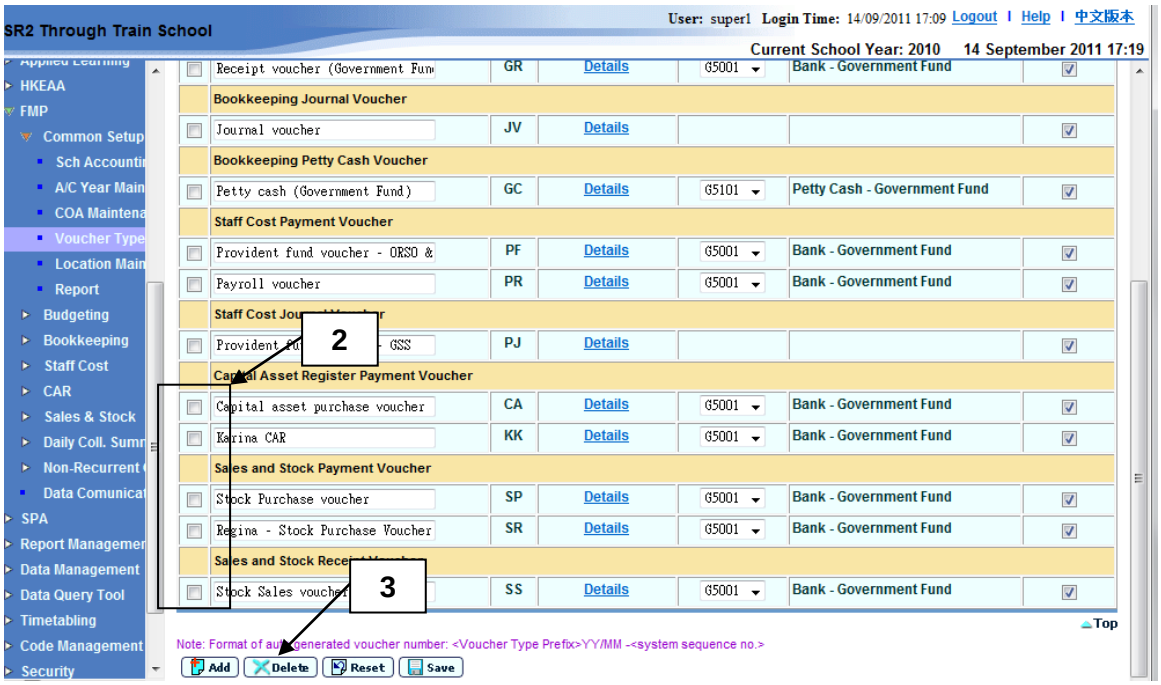
SR2 Through Train School
User: super1 Login Time: 14/09/2011 17:09 Logout | Help | 中文版本
Current School Year: 2010 14 September 2011 17:19
HKEAA
FMP
Common Setup
Sch Accountir
A/C Year Main
COA Maintena
Voucher Type
Location Main
Report
Budgeting
Bookkeeping
Staff Cost
CAR
Sales & Stock
Daily Coll. Sumr
Non-Recurrent
Data Comunicat
SPA
Report Managemer
Data Management
Data Query Tool
Timetabling
Code Management
Security
Receipt voucher (Government Fun GR Details G5001 Bank - Government Fund
Bookkeeping Journal Voucher
Journal voucher JV Details
Bookkeeping Petty Cash Voucher
Petty cash (Government Fund) GC Details G5101 Petty Cash - Government Fund
Staff Cost Payment Voucher
Provident fund voucher - ORSO & PF Details G5001 Bank - Government Fund
Payroll voucher PR Details G5001 Bank - Government Fund
Staff Cost Jou
Provident Fu - GSS PJ Details
Capital Asset Register Payment Voucher
Capital asset purchase voucher CA Details G5001 Bank - Government Fund
Karina CAR KK Details G5001 Bank - Government Fund
Sales and Stock Payment Voucher
Stock Purchase voucher SP Details G5001 Bank - Government Fund
Regina - Stock Purchase Voucher SR Details G5001 Bank - Government Fund
Sales and Stock Rece
Stock Sales voucher SS Details G5001 Bank - Government Fund
Top
Note: Format of au generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>
Add Delete Reset Save
2
3

📖 Post-effects

1. When the **[Delete]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record(s) deleted successfully.", the voucher type record is deleted.

📖 Notes

1. Users are not allowed to delete voucher type if it has already been used to create vouchers. Error message will be prompted in this case.
2. Voucher type cannot be deleted even if all of its vouchers have been deleted.
3. Each voucher classification must have at least one voucher type.
4. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenarios:
   - Voucher types have already been used to create vouchers in Bookkeeping, Staff Cost, Capital Asset Register or Sales and Stock Modules.
   - Voucher type to be deleted is the only one voucher type existed under the corresponding voucher classification. (see Notes 3)
5. Same voucher type can be created back subsequently after the deletion.

View Last Generated No.

📖 Function Description

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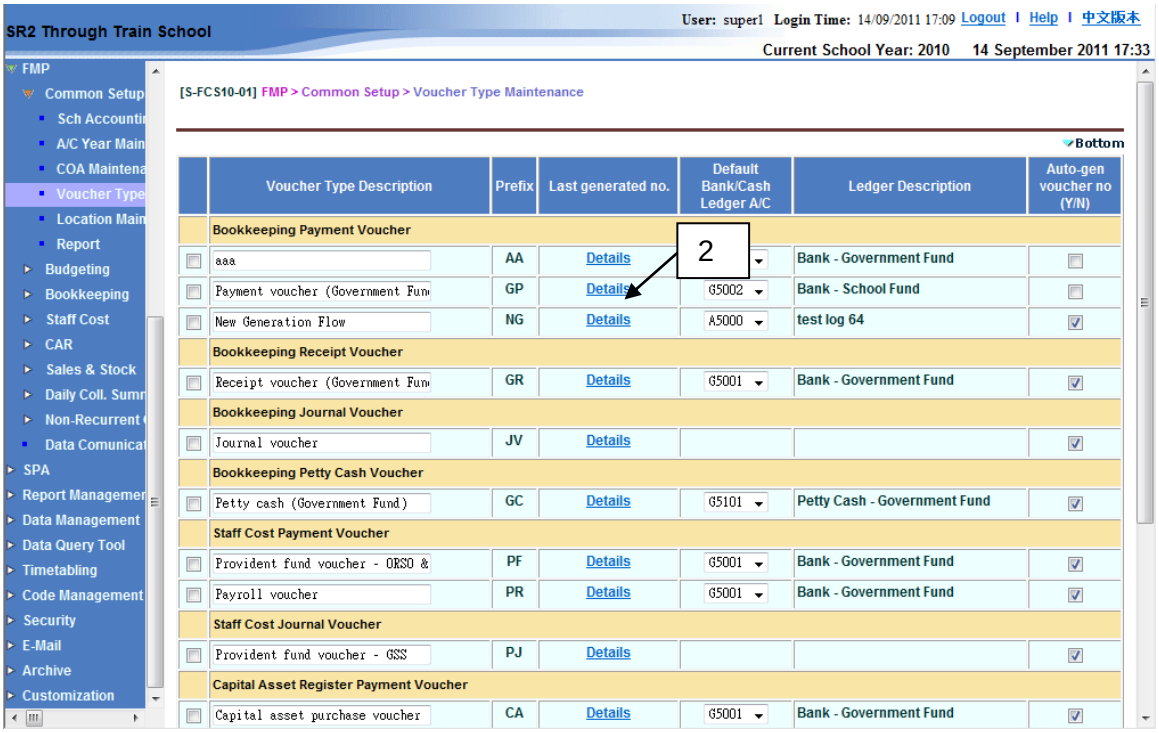
This function allows users to view the last generated no.

Pre-requisites

1. Voucher Type has been created.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Voucher Type Maintenance]** from the left menu.
2. Click **[Details]** hyperlink.



3. A pop-up window is displayed for showing the detail of last generated no.

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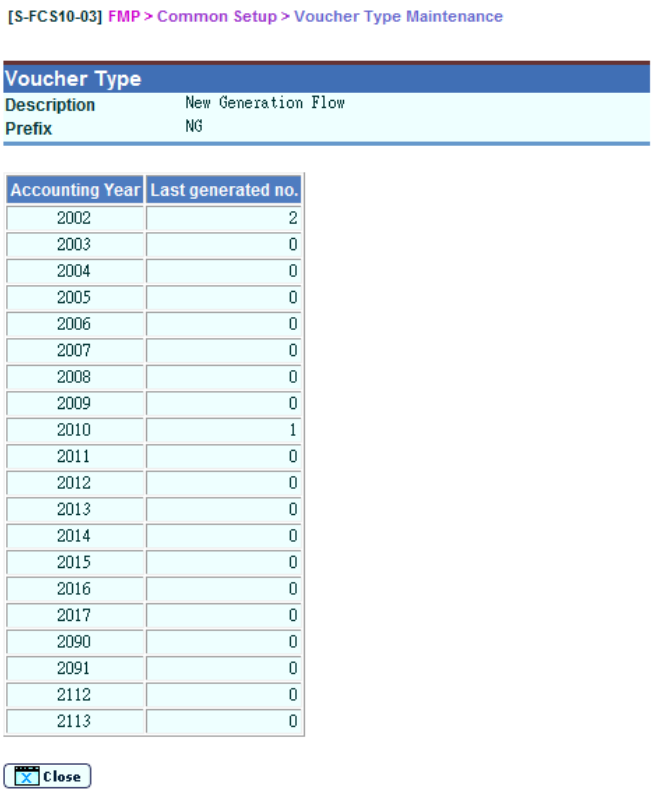

📖 Post-effects

N/A

📖 Notes

N/A

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2.5 Location Maintenance

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

2.5.1 Maintain Location

Add Location

📖 Function Description

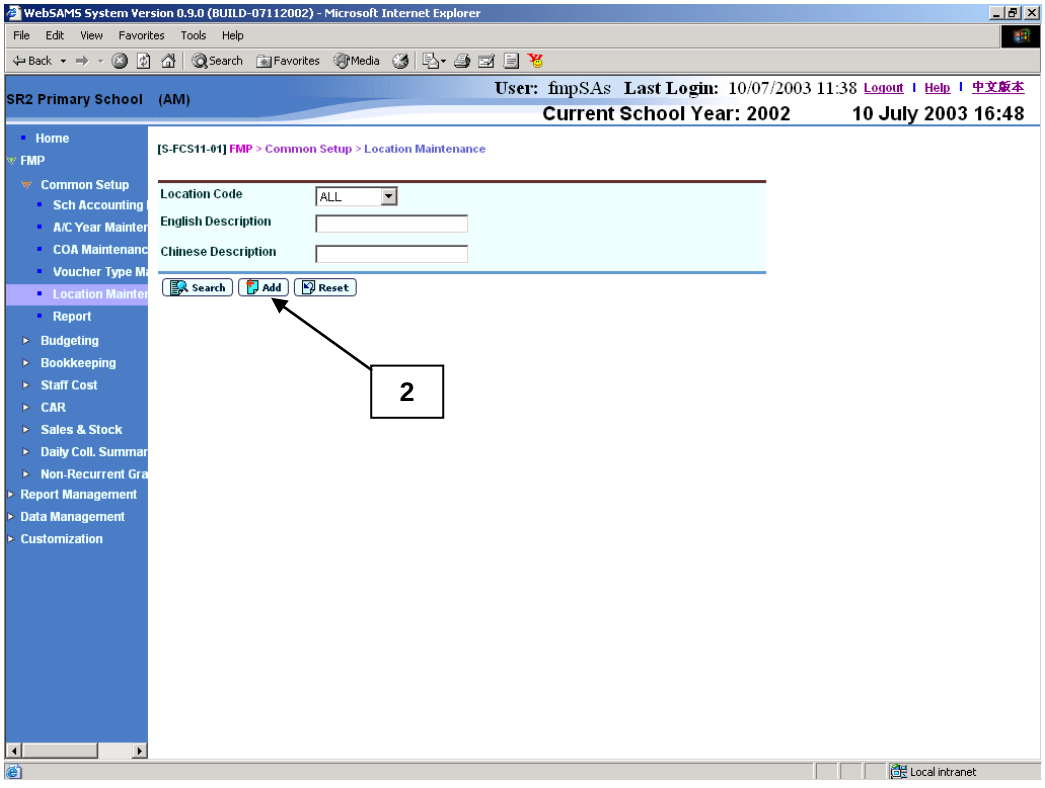
This function allows users to create a new location in the system. Location created will be used in Capital Asset Register and Sales and Stock Modules to specify the location of asset and stock.

📖 Pre-requisites

1. Location codes – 'General' and 'On Loan' will be preloaded.
2. New location code to be added does not exist.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Location Maintenance]** from the left menu.
2. Click **[Add]** button. **Add Location Details** page will be displayed.



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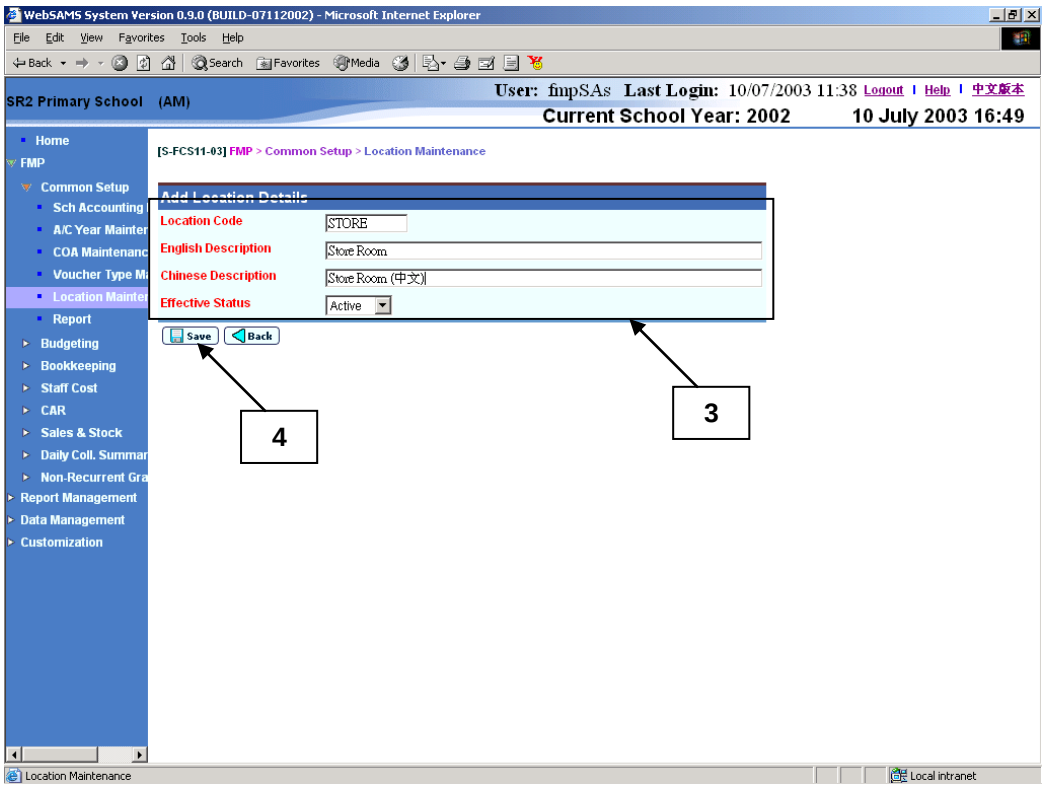
3. Enter the Location information.
4. Click **[Save]** button to save the entered information.



📖 Post-effects

1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record saved successfully.", the information of the new location is saved.

📖 Notes

1. Location Code, English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.

2. For the first time setup, location information will be retrieved from WebSAMS School Management System upon Data Conversion from SAMS.

3. For bi-sessional schools, AM and PM will be appended to SAMS location codes upon data conversion.

4. It is not allowed to have duplicated records with the same location codes. The system will prompt error messages. Users may choose to edit the information or abort the action.

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Update Location

Function Description

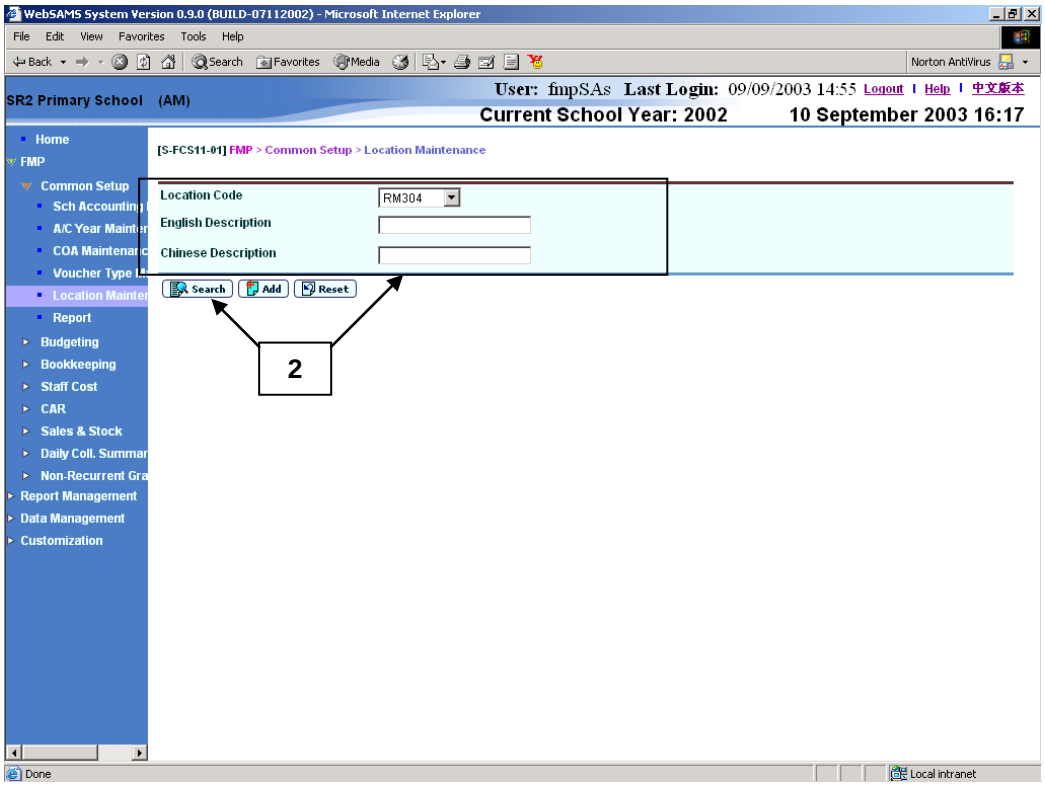
This function allows users to update an existing location. If the location is no longer in use and it is being referred by existing assets or stocks, users can set its effective status to “Inactive”.

Pre-requisites

1. Location Code has been created.

User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Location Maintenance]** from the left menu.
2. Enter the search criteria and click the **[Search]** button to search for location records.



3. A list of matched location codes will be displayed.

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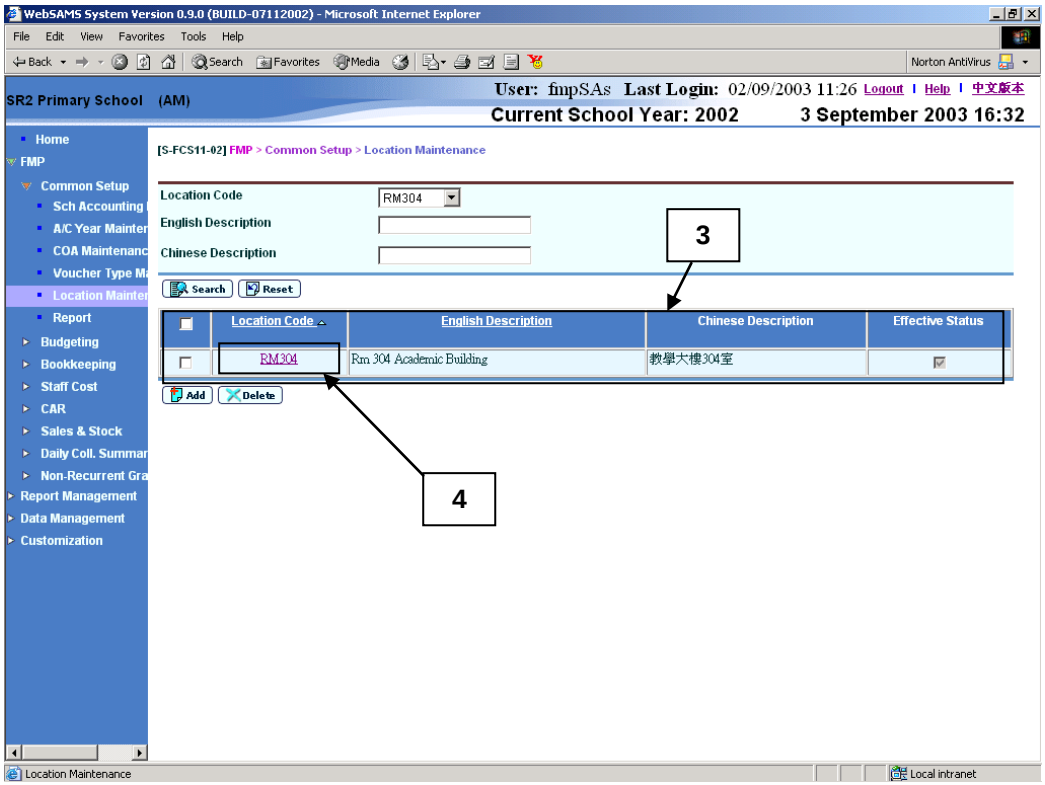
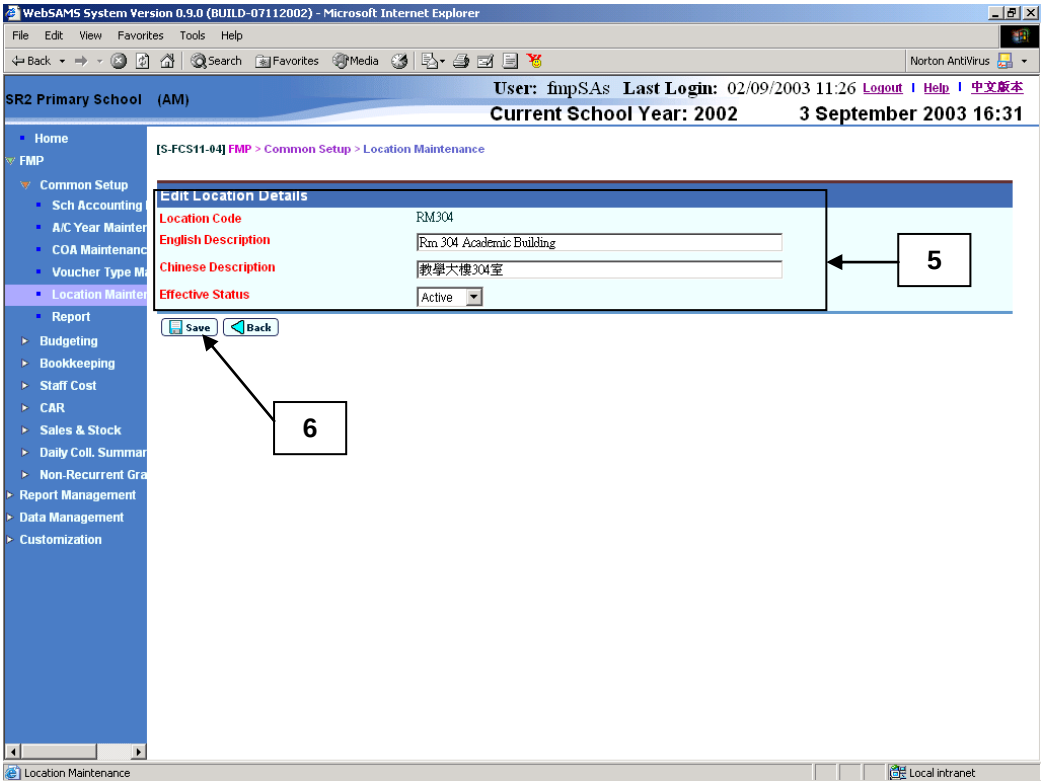


4. Select a location by clicking the **Location Code** hyperlink. **Edit Location Details** page will be displayed.

5. Amend the location information in **"Location Details**" table.

6. Click **[Save]** button to save the changes.



📖 Post-effects

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1. When the **[Save]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information and prompt for any invalid data or missing fields. When the system prompts "Record updated successfully", the information of the location is saved with the updated details.

📖 Notes

1. English Description, Chinese Description and Effective Status are mandatory fields and they are required to be entered.
2. If the effective status of Location Code is set to be “Inactive”, it will not be available in both Capital Asset Register and Sales and Stock Modules for asset and stock maintenance purpose respectively. Inactive location with asset and stock balance, nevertheless, can still be retrieved in the report.

Delete Location

📖 Function Description

This function allows users to delete an existing location. Alternatively, users may consider to deactivate the existing location by updating its Effective Status to “Inactive”.

📖 Pre-requisites

1. Location Code has been created.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Location Maintenance]** from the left menu.
2. Enter the search criteria and click the **[Search]** button to search for location records.

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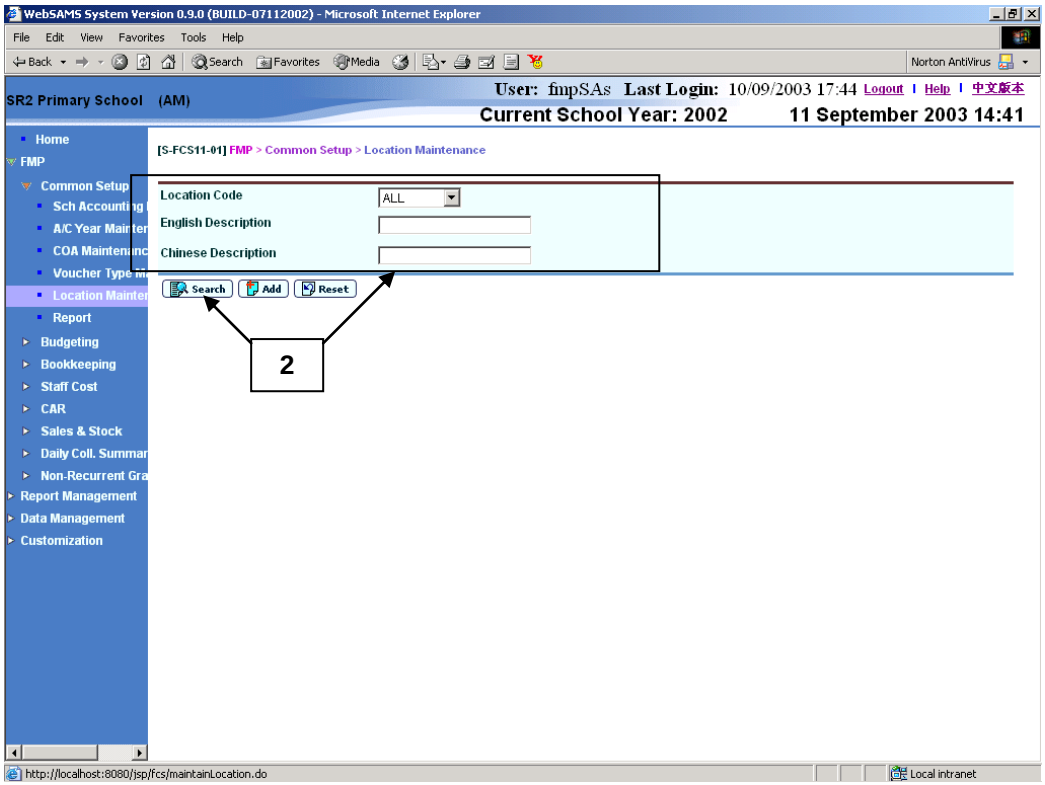
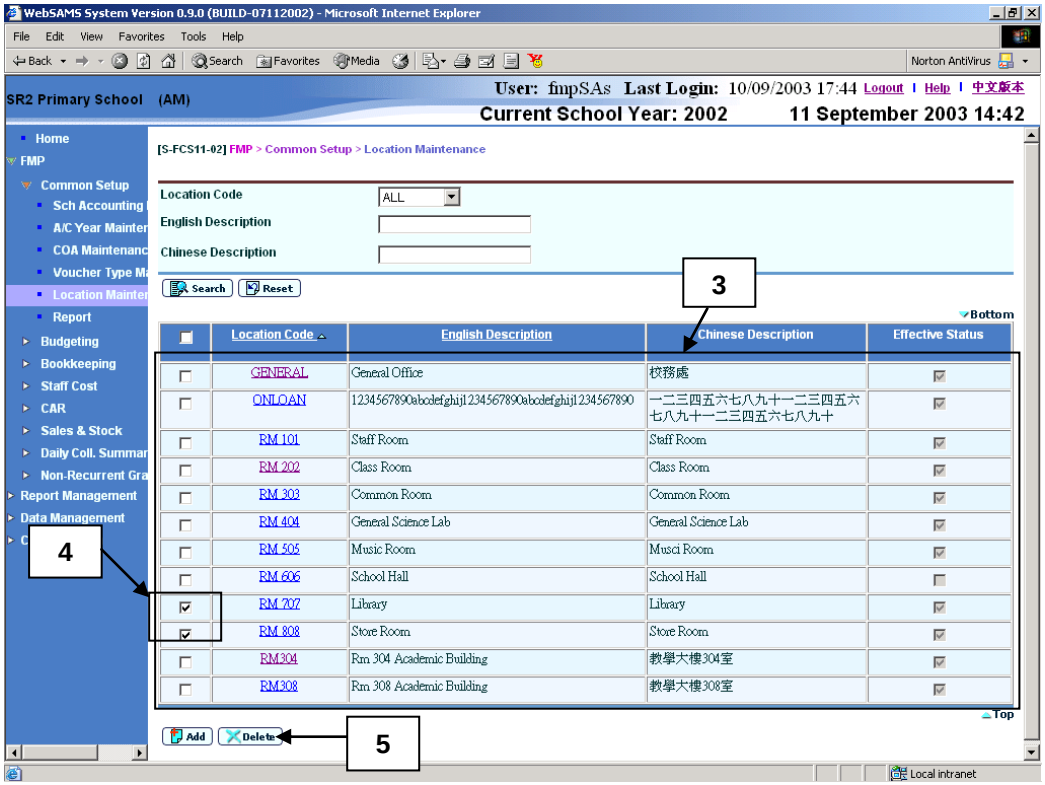

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 10/09/2003 17:44 Logout Help 中文版本
Current School Year: 2002 11 September 2003 14:41
[S-FCS11-01] FMP > Common Setup > Location Maintenance
Location Code ALL
English Description
Chinese Description
Search Add Reset
2
http://localhost:8080/jsp/fcs/maintainLocation.do

3. A list of matched location codes will be displayed.


WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer
SR2 Primary School (AM)
User: fmpSAs Last Login: 10/09/2003 17:44 Logout Help 中文版本
Current School Year: 2002 11 September 2003 14:42
[S-FCS11-02] FMP > Common Setup > Location Maintenance
Location Code ALL
English Description
Chinese Description
Search Reset
3
Bottom
Location Code
English Description
Chinese Description
Effective Status
GENERAL General Office 校務處
ONLOAN 1234567890abcdefghijl234567890abcdefghijl234567890 一二三四五六七八九十一二三四五六七八九十一二三四五六七八九十
RM 101 Staff Room Staff Room
RM 202 Class Room Class Room
RM 303 Common Room Common Room
RM 404 General Science Lab General Science Lab
RM 505 Music Room Musci Room
RM 606 School Hall School Hall
RM 707 Library Library
RM 808 Store Room Store Room
RM304 Rm 304 Academic Building 教學大樓304室
RM308 Rm 308 Academic Building 教學大樓308室
Top
4
Add Delete
5

4. Select a location by clicking the checkbox next to the **Location Code**. Users can select one or more location records to be deleted at the same time.

5. Click **[Delete]** button.

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📖 Post-effects

1. When the **[Delete]** button is clicked, the system will prompt for confirmation. Once confirmed, the system will validate the information. When the system prompts "Record(s) deleted successfully.", the location record is deleted.

📖 Notes

1. Error messages will be prompted if there is any error and users are not allowed to proceed until the error is being rectified. Errors occur under the following scenario:
   - Location Code is being used in Capital Asset Register or Sales and Stock Module.
2. Users may consider to update the location and set the effective status to “Inactive” if the location code is being used in Capital Asset Register or Sales and Stock Module.

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2.6 Report

If users have data converted from SAMS, please also read Chapter 2.7 Data Conversion for details.

Generate Report

📖 Function Description

This function allows users to generate reports for verification and recording purpose. Reports are grouped into different categories according to their report nature.

Users can view the reports of the following categories:

- All Categories
- Common Setup
- Data Conversion

"All Categories" and "Data Conversion" categories are available only for school with FMP data converted from SAMS system.

📖 Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports.

🖱 User Procedures

1. Click **[FMP]** → **[Common Setup]** → **[Report]** from the left menu.
2. Users can select category and language. All reports under the selected category will be displayed.
3. Click on the Report Name (ID) link and a list of built-in and user-defined report templates is displayed.

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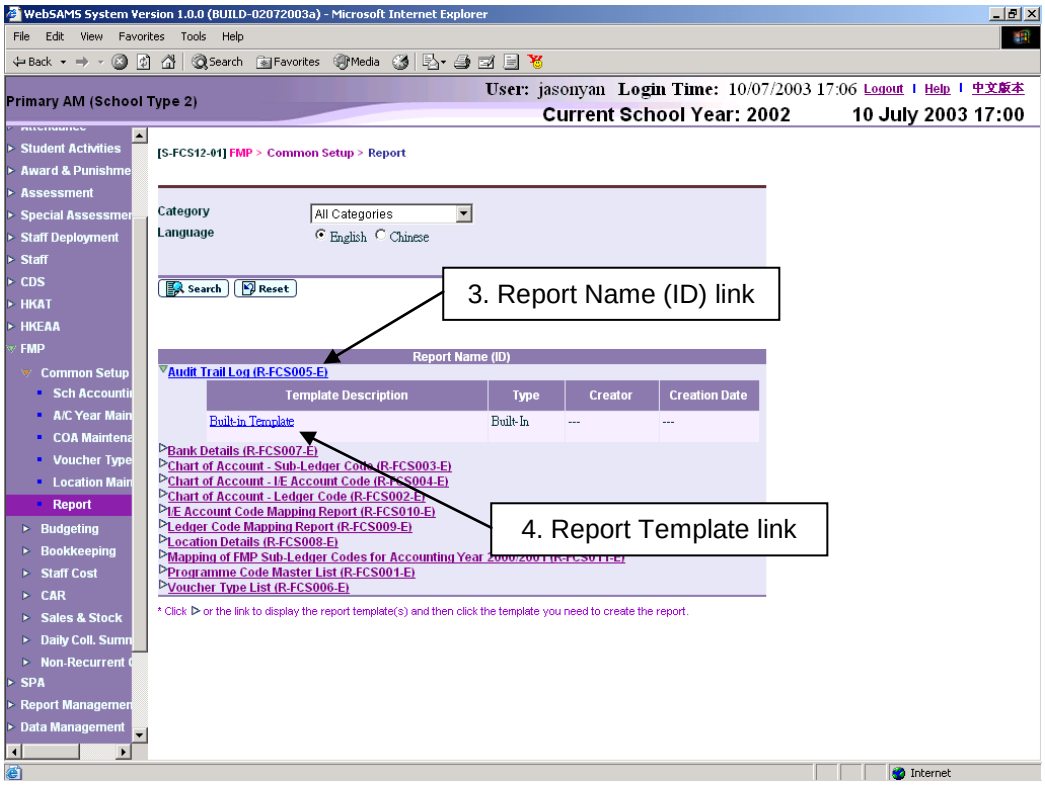
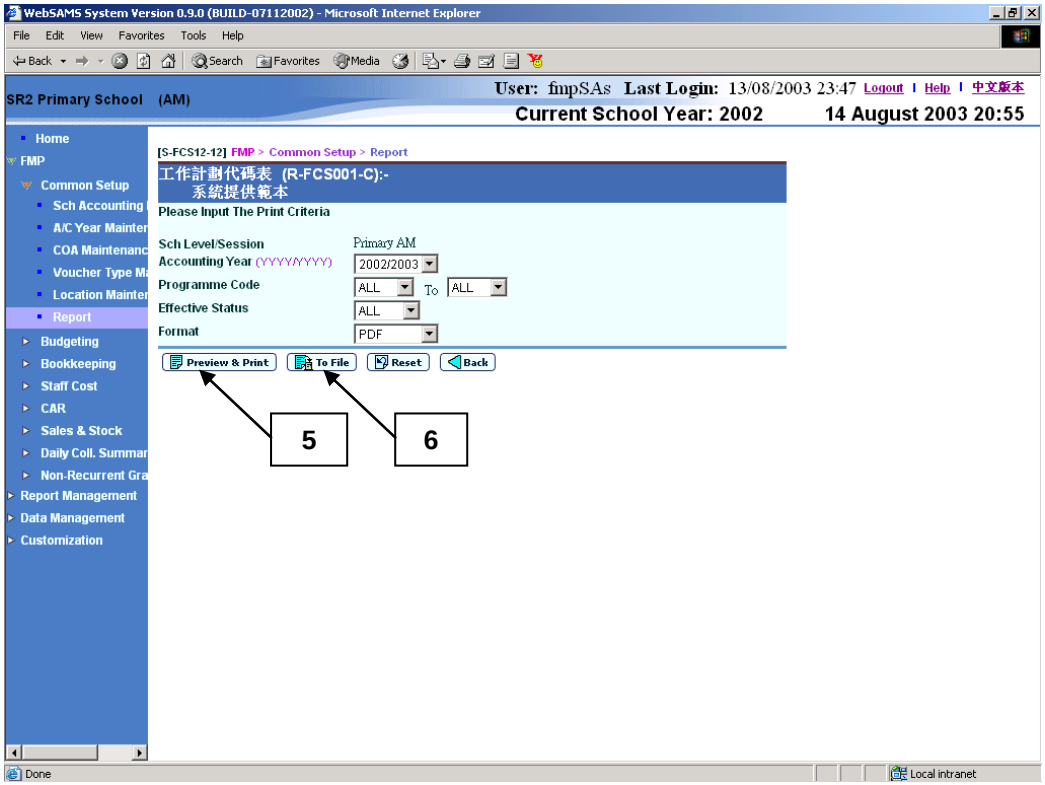


4. Click on the Report Template link



5. Enter the print criteria and click **[Preview & Print]** button to online generate the report. A report window will pop up. Print the report to local print queue or save to local hard disk from the pop-up window.

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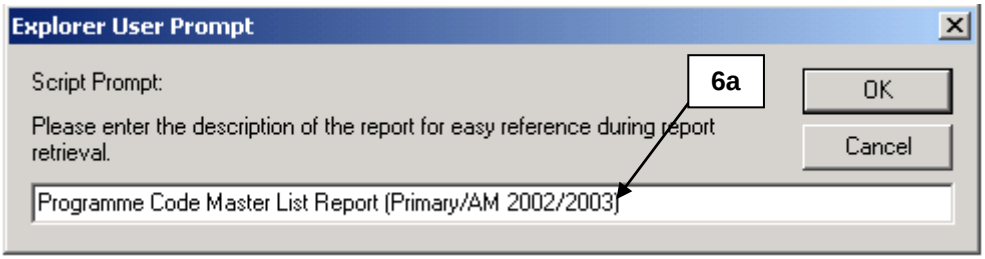
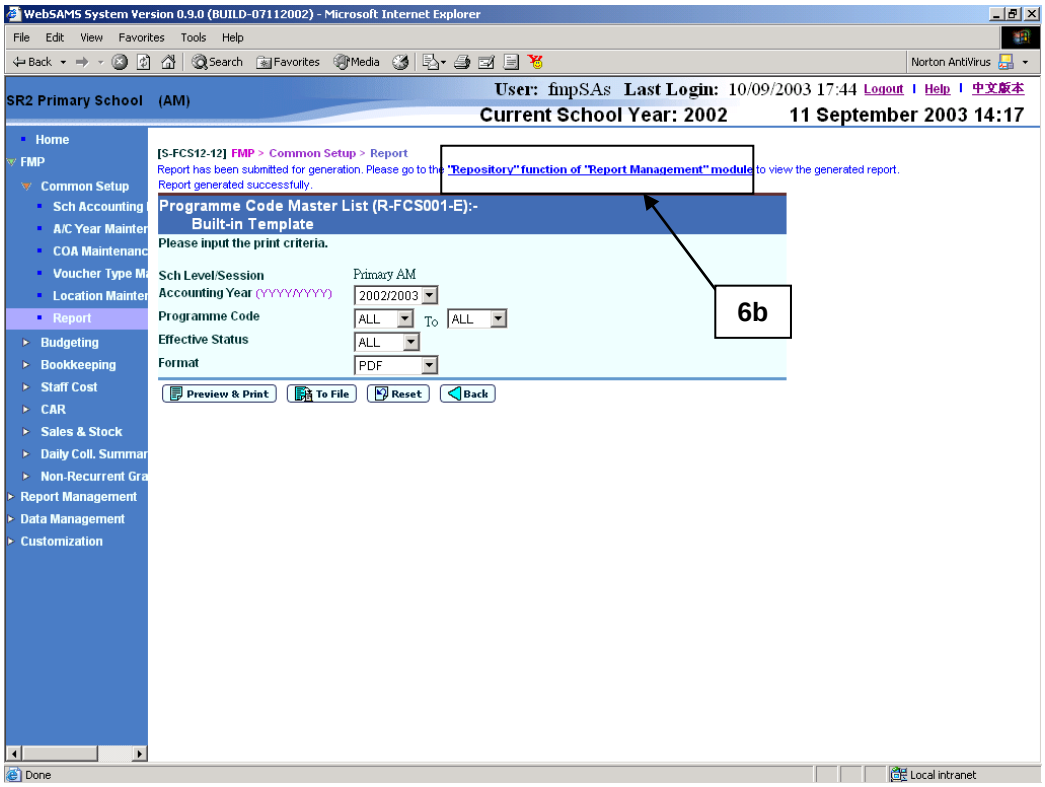
6. Users can choose to generate the report backend by clicking **[To File]** button. (a) Users are required to fill in report description. The report will then be generated and stored in Report Management – Repository. No report window will pop up. (b) Users can click the hyperlink to go to Report Management – Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later.


Explorer User Prompt
Script Prompt:
Please enter the description of the report for easy reference during report retrieval.
Programme Code Master List Report (Primary/AM 2002/2003)
OK
Cancel
6a



📖 Post-effects

1. The selected report is generated for users to preview in a pop-up window if **[Preview & Print]** button is clicked.

2. The selected report is generated and stored in Report Management – Repository if **[To File]** button is clicked. Users may enter the description of the report for easy reference during report retrieval in Report Management – Repository.

📖 Notes

1. List of Common Setup reports are:

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All Categories

- Audit Trail Log (R-FCS005-E)
- Bank Details (R-FCS007-E)
- Chart of Account – Sub-Ledger Code (R-FCS003-E)
- Chart of Account – I/E Account Code (R-FCS004-E)
- Chart of Account – Ledger Code (R-FCS002-E)
- I/E Account Code Mapping Report (R-FCS010-E)
- Ledger Code Mapping Report (R-FCS009-E)
- Location Details (R-FCS008-E)
- Mapping of FMP Sub-Ledger Codes for Accounting Year 2000/2001 (R-FCS011-E)
- Programme Code Master List (R-FCS001-E)
- Voucher Type List (R-FCS006-E)

Common Setup

- Audit Trail Log (R-FCS005-E)
- Bank Details (R-FCS007-E)
- Chart of Account – Sub-Ledger Code (R-FCS003-E)
- Chart of Account – I/E Account Code (R-FCS004-E)
- Chart of Account – Ledger Code (R-FCS002-E)
- Location Details (R-FCS008-E)
- Programme Code Master List (R-FCS001-E)
- Voucher Type List (R-FCS006-E)

Data Conversion

- I/E Account Code Mapping Report (R-FCS010-E)
- Ledger Code Mapping Report (R-FCS009-E)
- Mapping of FMP Sub-Ledger Codes for Accounting Year 2000/2001 (R-FCS011-E)

2. Different reports may have different set of input criteria.

2.1 Audit Trail Log (R-FCS005-E)

- This function allows users to generate the Audit Trail Log (R-FCS005-E) based on the selected print criteria. This report can be generated in PDF format only.

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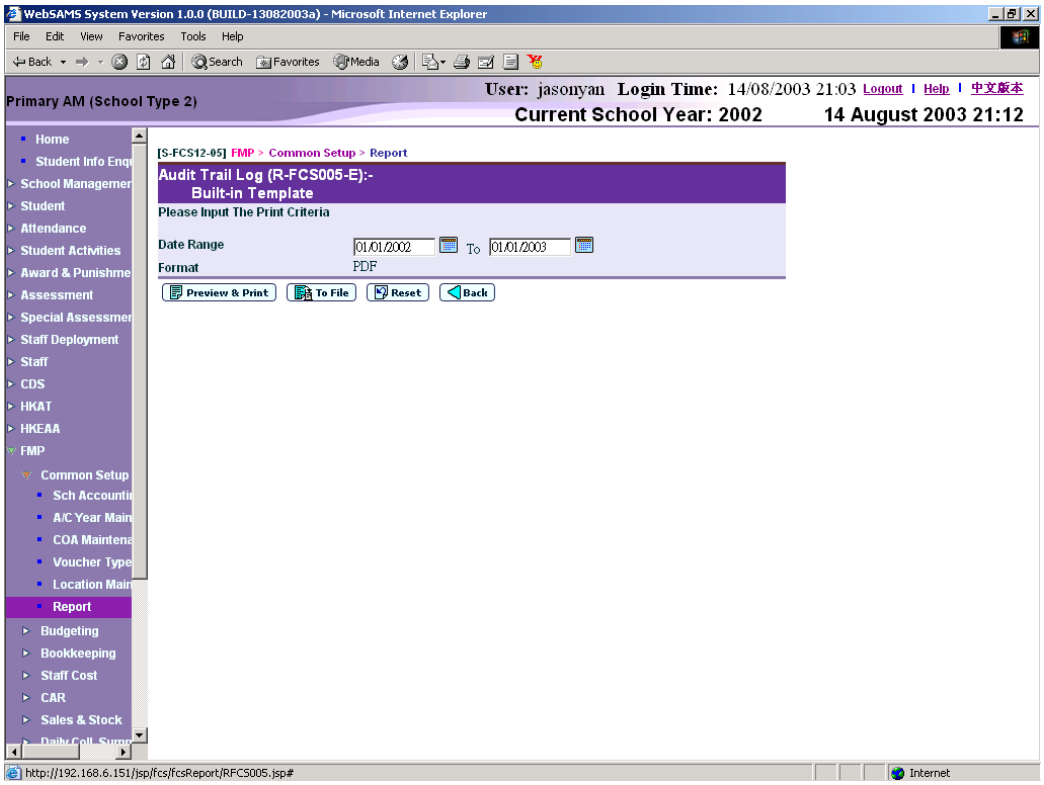

- The following print criteria can be selected from this screen to generate the report:
  - Date Range
  - Format (PDF)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.2 Bank Details (R-FCS007-E)

- This function allows users to generate the Bank Details (R-FCS007-E) based on the selected print criteria.

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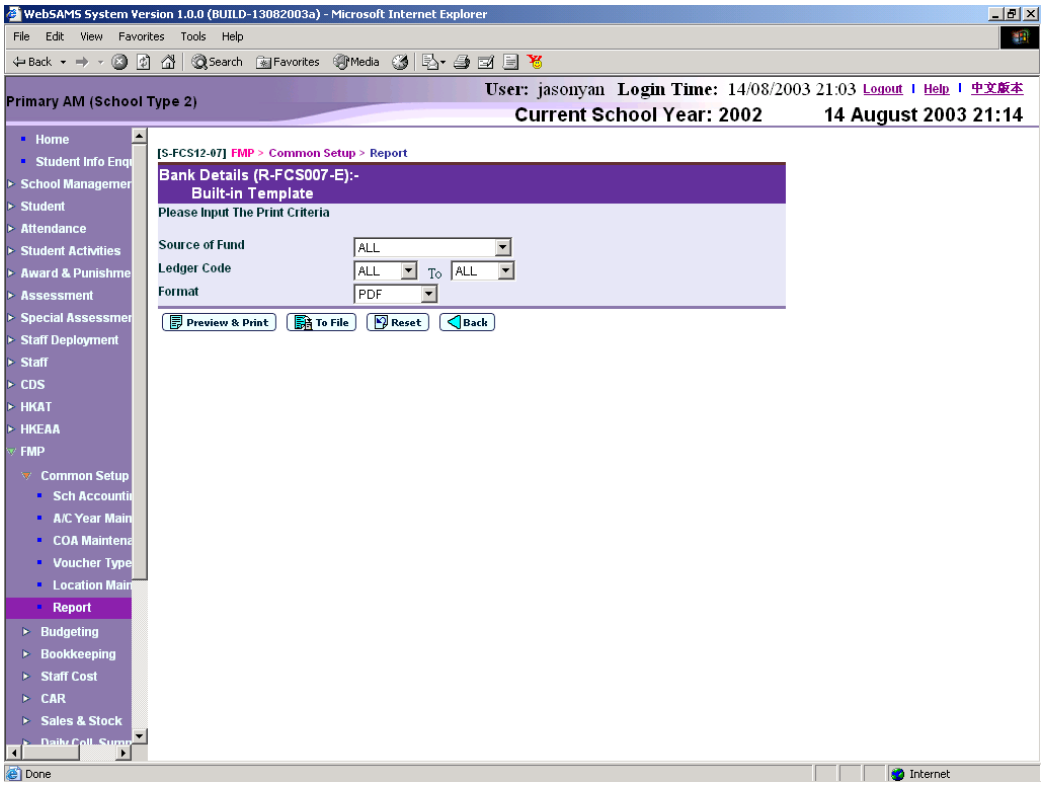

- The following print criteria can be selected from this screen to generate the report:
  - Source of Fund
  - Ledger Code Range
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.3 Chart of Account – Sub-Ledger Code (R-FCS003-E)

- This function allows users to generate the Chart of Account – Sub-Ledger Code (R-FCS003-E) based on the selected print criteria.

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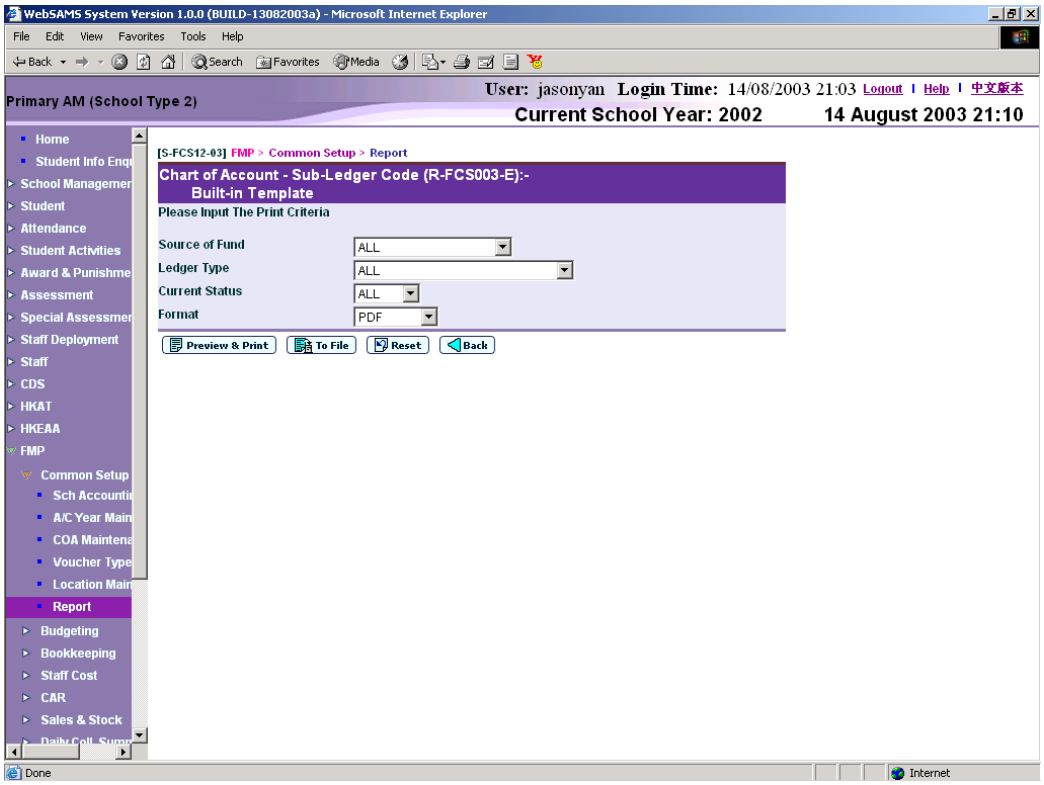

- The following print criteria can be selected from this screen to generate the report:
  - Source of Fund
  - Ledger Type
  - Current Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.4 Chart of Account – I/E Account Code (R-FCS004-E)

- This function allows users to generate the Chart of Account – I/E Account Code (R-FCS004-E) based on the selected print criteria.

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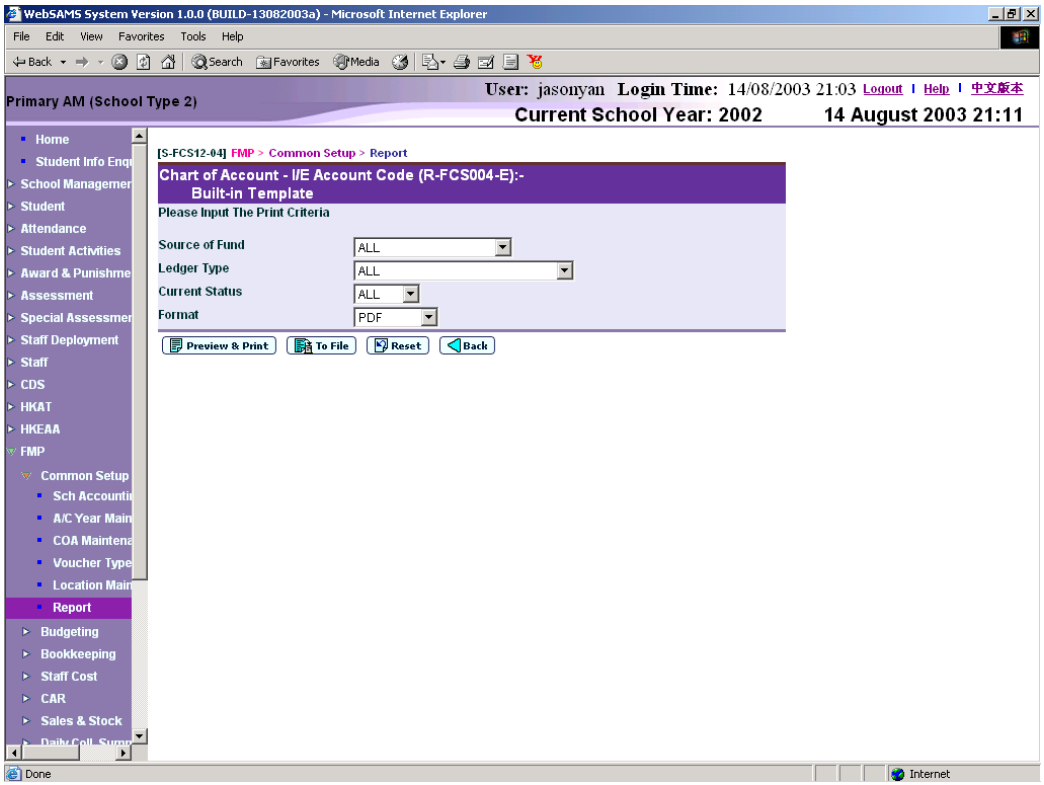

- The following print criteria can be selected from this screen to generate the report:
  - Source of Fund
  - Ledger Type
  - Current Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.5 Chart of Account – Ledger Code (R-FCS002-E)

- This function allows users to generate the Chart of Account – Ledger Code (R-FCS002-E) based on the selected print criteria.

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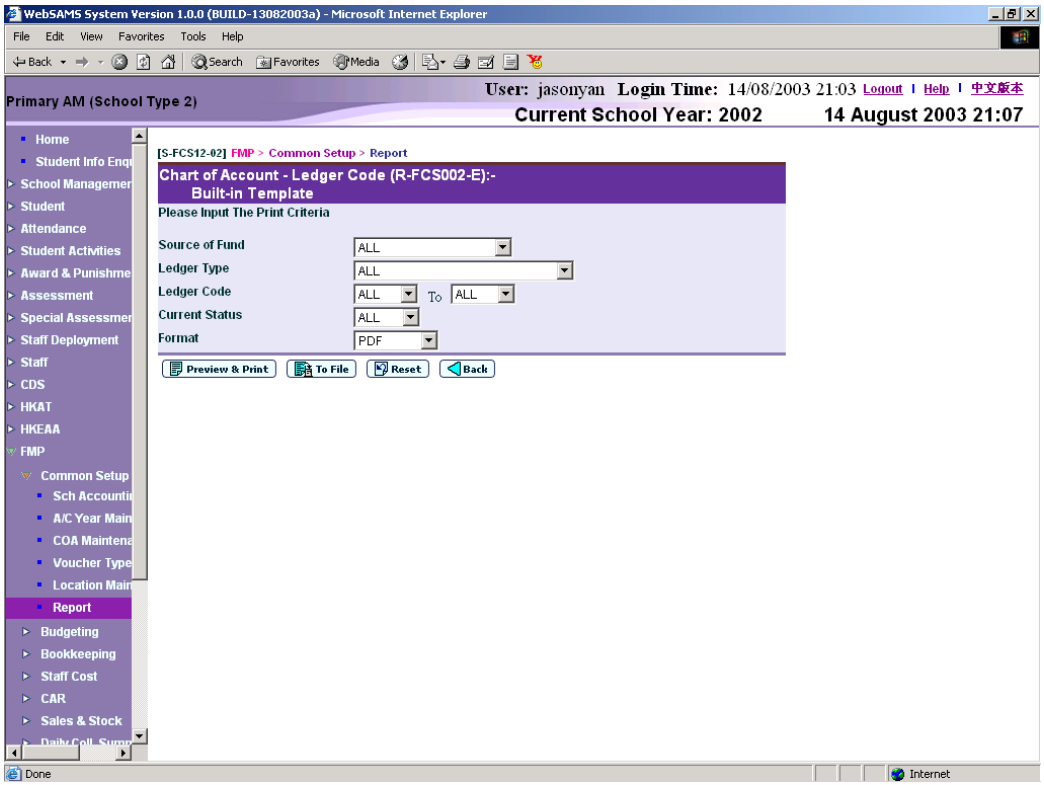

- The following print criteria can be selected from this screen to generate the report:
  - Source of Fund
  - Ledger Type
  - Ledger Code Range
  - Current Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.6 I/E Account Code Mapping Report (R-FCS010-E)

- This function is available for school with converted FMP data from SAMS system. It allows users to generate the I/E Account Code Mapping Report (R-FCS010-E) based on the selected print criteria.

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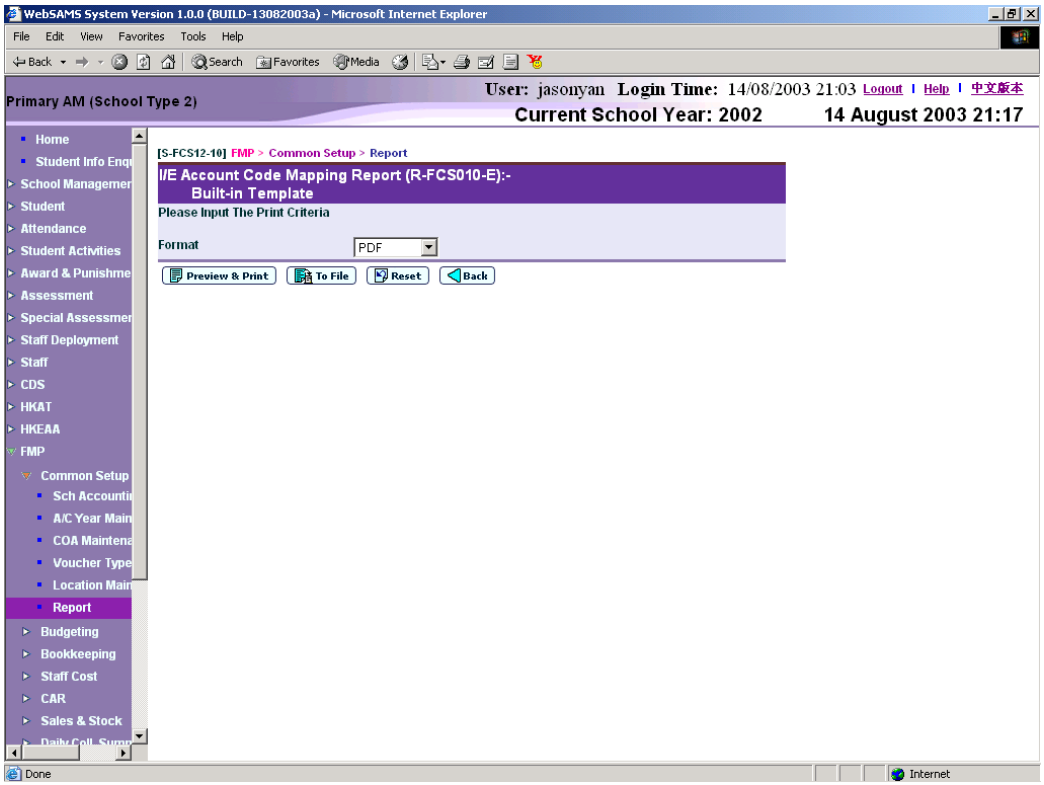

- The following print criteria can be selected from this screen to generate the report:
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.7 Ledger Code Mapping Report (R-FCS009-E)

- This function is available for school with converted FMP data from SAMS system. It allows users to generate the Ledger Code Mapping Report (R-FCS009-E) based on the selected print criteria.

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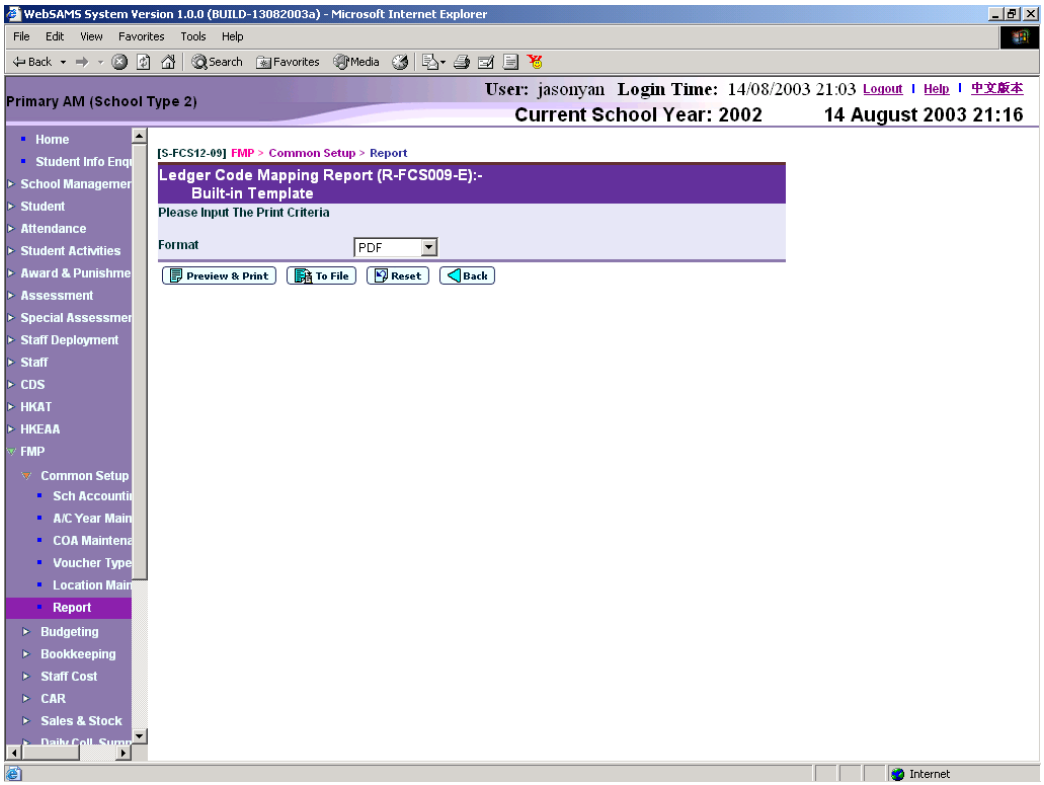

- The following print criteria can be selected from this screen to generate the report:
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.8 Location Details (R-FCS008-E)

- This function allows users to generate the Location Details (R-FCS008-E) based on the selected print criteria.

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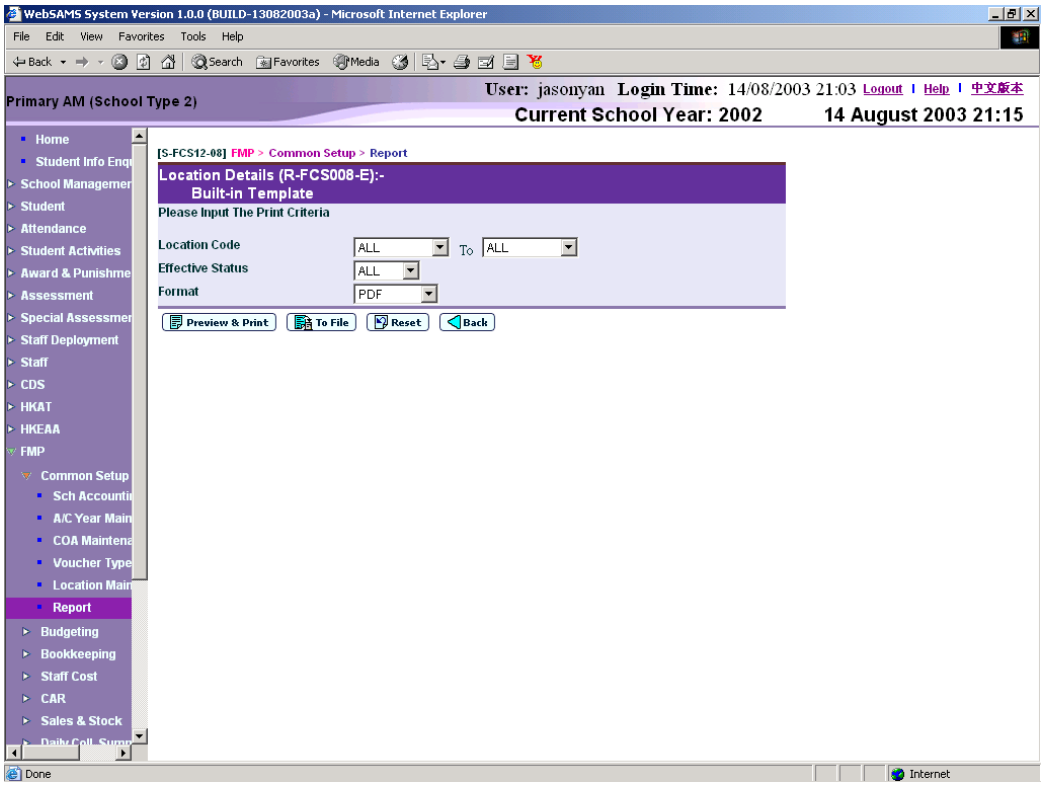

- The following print criteria can be selected from this screen to generate the report:
  - Location Code Range
  - Effective Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.9 Mapping of FMP Sub-Ledger Codes for Accounting Year 2000/2001 (R-FCS011-E)

- This function is available for school with converted FMP data from SAMS system. It allows users to generate the Mapping of FMP Sub-Ledger Codes for Accounting Year 2000/2001 (R-FCS011-E) based on the selected print criteria.

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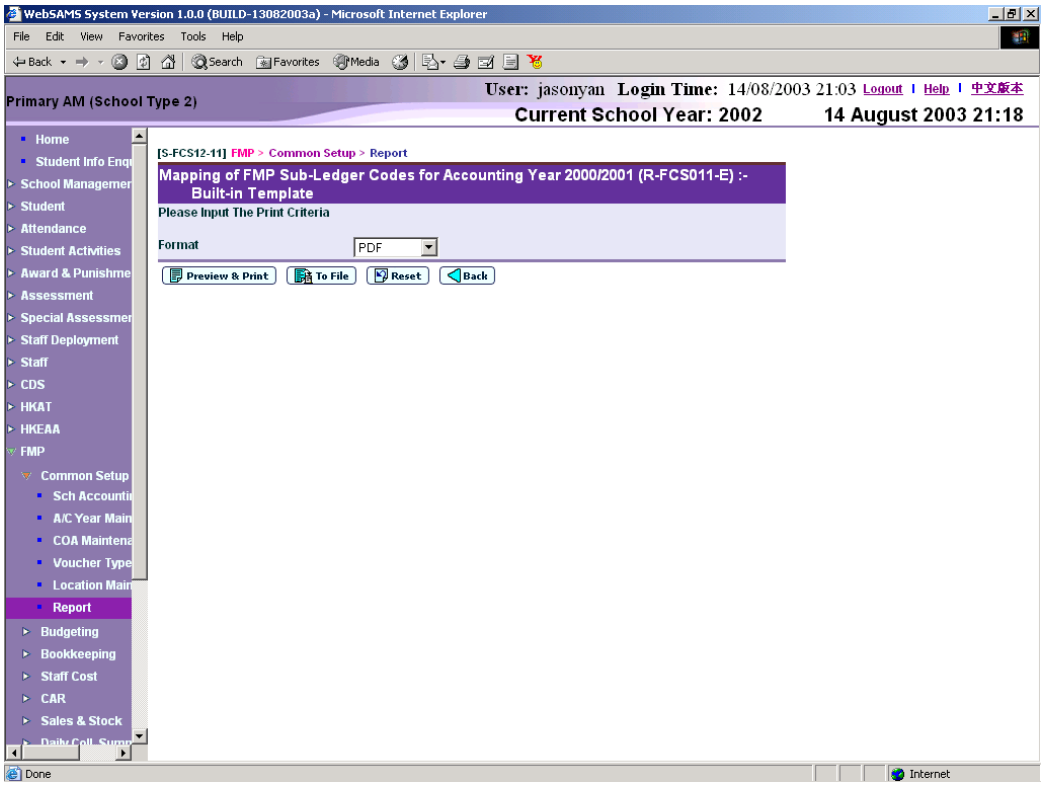

- The following print criteria can be selected from this screen to generate the report:
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.10 Programme Code Master List (R-FCS001-E)

- This function allows users to generate the Programme Code Master List (R-FCS001-E) based on the selected print criteria.

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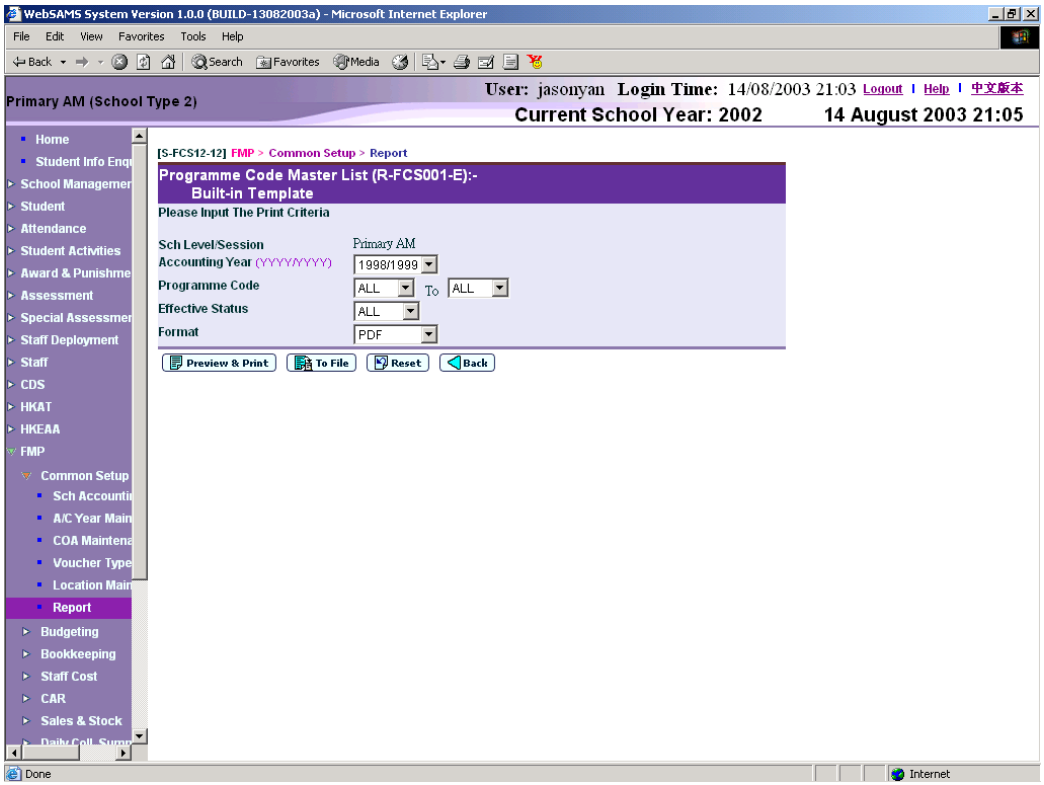

- The following print criteria can be selected from this screen to generate the report:
  - School Level/Session
  - Accounting Year
  - Programme Code Range
  - Effective Status (All, Active, Inactive)
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

2.11 Voucher Type List (R-FCS006-E)

- This function allows users to generate the Voucher Type List (R-FCS006-E) based on the selected print criteria.

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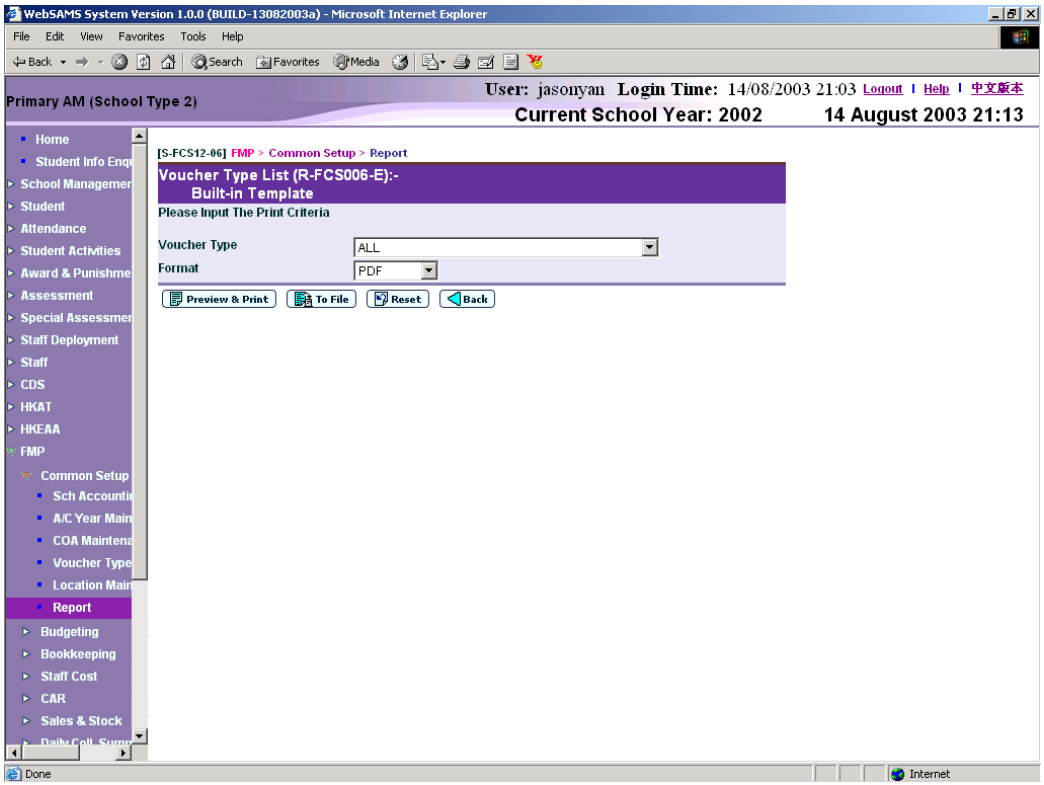

- The following print criteria can be selected from this screen to generate the report:
  - Voucher Type
  - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the report in Report Management – Repository by clicking the **[To File]** button.

3. WebSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.

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2.7 Data Conversion

🕮 Function Description

For schools using existing SAMS, they are required to convert the data from SAMS to WebSAMS through the Data Conversion Kit.

For non-government schools, the schools can choose whether it is required to convert FMP data from SAMS. If the schools choose not to convert FMP data from SAMS, the system will treat the schools as new FMP school users in WebSAMS. Only preload data will be loaded into the system. The schools are required to prepare FMP setup before using FMP functions. If the schools choose to convert FMP data from SAMS, besides loading in preload data, school setup information and Chart of Account will be converted from SAMS. The schools may also further choose whether it is required to convert registered assets for Capital Asset Register Module so that registered assets and asset vouchers will be converted and constructed.

For government schools, the kit will not convert any FMP data from existing SAMS.

For detailed procedures on how to convert SAMS data through the Data Conversion Kit, please refer to Data Conversion Kit User Guide.

🕮 Pre-requisites

1. The school is currently using SAMS.
2. The school chooses to convert FMP data from SAMS.

<u>Converted FMP Data</u>

The following data will be converted from SAMS to WebSAMS if the schools choose to convert FMP data from SAMS.

1. School Accounting Information
   a. Accounting Period
      - Accounting period will be directly converted from SAMS. That is, either “September to August” or “April to March”.
   b. Initial Accounting Year
      - Initial accounting year for each of the school levels and sessions will be converted from SAMS. Since there is only one initial accounting year in SAMS for all the school levels and sessions, the Data Conversion Kit will set the same initial accounting year for all the school levels and sessions defined in WebSAMS.
   c. Modules Effectiveness
      - All modules will be set as not effective (i.e. no effective date will be set in Common Setup – School Accounting Information) by default.

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- If the school chooses to convert data for Capital Asset Register Module, then Capital Asset Register Module will be set to be effective as at the first date of its initial accounting year. For example, if the initial accounting year is 1998/1999 and its accounting period is September to August, then the effective date will be set as 1/9/1998. However, if initial accounting year is not provided in SAMS, then the effective date will be set as 1/1/1996.

2. Accounting Year
   a. All the accounting years existed in SAMS will be converted over. The status of these converted accounting years will be set as “Opened” and all of their accounting months will be set as “Closed”.
   b. An additional Adjustment Month will be created for each of the converted accounting years.
   c. Users should open the last accounting month of the last converted accounting year, and then create journal vouchers to record the account closing balances. After posting the vouchers, users are required to close the accounting month and perform Provisional Year End Closing of the last converted accounting year in Bookkeeping Module so that the closing balances will be rolled over to the next accounting year as opening balances.

3. Programme Code
   a. All the programme codes will be converted from SAMS, including programme members and programme leaders.
   b. Default programme code “WFMP” will be created for each of the converted accounting years.

4. Ledger Code
   a. All ledger codes (active and inactive) will be converted from SAMS. All converted codes will be under Source of Fund Code ‘G’ in WebSAMS.
   b. For Asset or Liability ledger codes, the data conversion kit will firstly check the ledger type of each of the SAMS ledger codes, and then assign WebSAMS ledger code under that particular ledger type sequentially. The system will ensure that the assigned WebSAMS ledger code must fall within the pre-defined range. The mapping of Asset or Liability ledger type to WebSAMS Ledger Code range is as follows:

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SAMS	WebSAMS		Description under both SAMS and WebSAMS
Ledger Type	Range of Ledger Code		
	From	To	
01	G5300	G5499	Fixed Assets
			- Building
			- Furniture & Equipment
11	G5500	G5599	Investment
21	G5600	G5699	Stock
22	G5700	G5799	Receivable
23	G5800	G5899	Deposits
31	G5200	G5299	Bank Fixed Deposits
32	G5000	G5099	Cash at Bank
36	G5100	G5199	Cash in hand
49	G5900	G5999	Other Assets
51	G7000	G7099	Capitalized Expenditure
61	G7100	G7199	Reserves & Funds
81	G7200	G7299	Long Term Liabilities
91	G7300	G7399	Payable
99	G7400	G7499	Other Liabilities

The following SAMS codes will not follow the above conversion rule and they will be specially handled:

SAMS Ledger Type	SAMS Ledger Code	WebSAMS Ledger Code	Sub-Ledger Code	Description under both SAMS and WebSAMS
01	541	G5401	N/A	Furniture & Equipment
01	542	G5402	N/A	Furniture & Equipment (Special Class)
51	601	G1704	501	Accumulated Fund Account
61	301	G1702	501	Gratuity Reserve Account

c. For Surplus/ Deficit Ledger Code (i.e. Ledger Type belongs to '71'), the data conversion kit will insert a 'zero' between the first and second byte of SAMS ledger code.

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SAMS		WebSAMS		Description
Range of Ledger Code		Range of Ledger Code		
From	To	From	To	
				Surplus / (Deficit) Ledger
101	199	G1000	G1999	- Grants Outside OEBG
201	299	G2000	G2999	- OEBG General Domain
301	399	G3000	G3999	- OEBG Special Domain

The following SAMS codes will not follow the above conversion rule and they will be specially handled:

SAMS Ledger Code	WebSAMS Ledger Code	Description under both SAMS and WebSAMS
102	G1701	General Fund / Subscription / TF A/C
2ZZ	G2ZZZ	OEBG General Domain Control A/C
4ZZ	G1705	Staff Cost (Allocated by Time Spent)
5XX to 999	G1700 to G1999 (for Grants outside OEBG)	-
	G2700 to G2799 (for OEBG General Domain)	-

d. One set of Preload Ledger Code is provided in WebSAMS for report generation purpose. After data conversion from SAMS, if the converted ledger code already exists in the set of Preload Ledger Code, its description under SAMS will be replaced by the Preload Ledger Code description.

e. Effective date of converted active and inactive ledger codes will be as follows:

Effective Date		
Ledger Range	For Active Code	For Inactive Code
1XXX	01/01/1996	Date of Conversion
2XXX	01/09/2000	Date of Conversion
3XXX	01/09/2000	Date of Conversion
Others	01/01/1996	Date of Conversion

5. Sub-Ledger Code

a. All sub-ledger codes (active and inactive) will be converted from SAMS. All converted codes will be under Source of Fund Code ‘G’ in WebSAMS.

b. WebSAMS Sub-Ledger Codes will be converted from SAMS Sub-Ledger Codes.

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SAMS			**WebSAMS**		
Ledger	**EDB Defined Sub-Ledger**	**School Defined Sub-Ledger**	**Ledger**	**EDB Defined Sub-Ledger**	**School Defined Sub-Ledger**
1XX	001-999	-	G10XX	001-999	-
2XX	001-499	500-999	G20XX	001-499	500-999
2ZZ	001-999	-	G2ZZZ	001-999	-
3XX	001-499	500-999	G30XX	001-499	500-999
Special Handling Code					
102	001	-	G1701	-	501
301	-	-	G1702	-	501
601	-	-	G1704	-	501
4ZZ	001	-	G1705	-	501
5XX to 9XX	-	001-999	G1700 to G1999	-	500-999 (for Grants outside OEBG)
			G2700 to G2999	-	500-999 (for OEBG General Domain)

c. With the implementation of OEBG on 01/09/2000, sub-ledger codes, which are not applicable under OEBG, will be defined as 'Inactive' with effect from 01/09/2000.

d. One set of Preload Sub-Ledger Code is provided in WebSAMS for report generation purpose. After data conversion from SAMS, if the converted sub-ledger code already exists in the set of Preload Sub-Ledger Code, its description under SAMS will be replaced by the Preload Sub-Ledger Code description.

e. Effective date of converted active and inactive sub-ledger codes will be as follows:

Effective Date		
Under Ledger Range	**For Active Sub-Ledger Code**	**For Inactive Sub-Ledger Code**
1XXX	01/01/1996	1/9/2000 (if defined as inactive by EDB)
		Date of Conversion (Others)
2XXX	01/09/2000	Date of Conversion
3XXX	01/09/2000	Date of Conversion
Others	01/01/1996	Date of Conversion

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Effective Status of WebSAMS Sub-Ledger Codes will be set as 'Inactive' if its corresponding ledger code is 'Inactive'. Otherwise, the effective status of WebSAMS Sub-Ledger Codes will be directly converted from SAMS Sub-Ledger Codes.

6. Income/ Expenditure Account Code
   a. All account codes (active and inactive) will be converted from SAMS. All converted codes will be under Source of Fund Code 'G' in WebSAMS.
   b. The general conversion rule is that "51" and "50" will be added to SAMS income and expenditure account codes respectively. For example, SAMS income account code "500" will be converted as "551" in WebSAMS; SAMS expenditure account code "001" will be converted as "051" in WebSAMS.
   c. Existing I/E codes "4YY" and "4ZZ" will remain the same in WebSAMS. I/E codes "1020014YY" and "1020014ZZ" will be converted as "G17015014YY" and G17015014ZZ" in WebSAMS accordingly.
   d. Account code of OEBG General Domain or Special Domain will have special conversion handling as follows:

OEBG General Domain and Special Domain				
Under Ledger Code Range	**SAMS Account Code**		**WebSAMS Account Code**	
G2XXX	500	TRF between Gen. Domain Ctrl/Grants A/C 一般範疇統制帳與一般範疇津貼帳之互相調撥	505	TRF between General Domain Control/ Grants A/C 一般範疇統制帳與一般範疇津貼帳之互相調撥
	501	Previous Year Adjustments/Clawback 上年度的調整/回撥	502	Prior Year Adjustments 上年度的調整
	502	TRF to Special Domain/From G.Fund;Sub A/C 調撥至特殊範疇/由普通經費、堂費帳調撥	506	TRF to Special Domain/ Grants outside OEBG A/C 調撥至特殊範疇/ 非營辦津貼帳
G3XXX	500	TRF from Gen. Domain Control/Grants A/C 由一般範疇統制帳/一般範疇津貼帳調撥	505	TRF from General Domain Control/ Grants A/C 由一般範疇統制帳/一般範疇津貼帳調撥
	501	TRF from General Fund/Subscription A/C 由普通經費/堂費收支帳調撥	504	TRF from General Fund/ Subscriptions/ Tong Fai A/C 由普通經費、 堂費帳調撥
	502	Previous Year Adjustments / Clawback 上年度的調整/回撥	502	Prior Year Adjustments 上年度的調整

   e. One set of Preload Account Code is provided in WebSAMS for report generation purpose. After data conversion from SAMS, if the converted account code already exists in the set of Preload Account Code, its description under SAMS will be replaced by the Preload Account Code description.

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f. Effective Status of WebSAMS Account Codes will be set as 'Inactive' if its corresponding sub-ledger code is 'Inactive'. If the corresponding sub-ledger code is active, the effective status of WebSAMS Account Codes will be directly converted from SAMS Account Codes.

g. Effective date of converted active and inactive account codes will be as follows:

Effective Date		
Under Ledger Range	**For Active Account Code**	**For Inactive Account Code**
1XXX	01/01/1996	1/9/2000 (if defined as inactive by EDB)
		Date of Conversion (Others)
2XXX	01/09/2000	Date of Conversion
3XXX	01/09/2000	Date of Conversion
Others	01/01/1996	Date of Conversion

h. The following pre-defined account codes will be generated automatically:

A. OEBG General Domain (Both EDB & School defined)		
Pre-defined Income Account under Ledger G2000 ~ G2999, G2ZZZ		
501	Grant Income	津貼帳收入
502	Prior Year Adjustments	上年度的調整
503	Clawback/ Amount Refunded (Refundable) to EDB	回撥/ 須退還 (已退還) 教統局的款項
504	TRF from General Fund/ Subscriptions/ Tong Fai A/C	由普通經費、 堂費帳調撥
505	TRF between General Domain Control/ Grants A/C	一般範疇統制帳與一般範疇津貼帳之互相調撥
506	TRF to Special Domain/ Grants outside OEBG A/C	調撥至特殊範疇/ 非營辦津貼帳
Pre-defined Expenditure Account under Ledger G2000 ~ G2999, G2ZZZ		
001	Grant Expenses	津貼帳開支

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B. OEBG Special Domain (EDB defined)		
Pre-defined Income Account under Ledger G3000 ~ G3999		
501	Grant Income	津貼帳收入
502	Prior Year Adjustments	上年度的調整
503	Clawback/ Amount Refunded (Refundable) to EDB	回撥/ 須退還 (已退還) 教統局的款項
504	TRF from General Fund/ Subscriptions/ Tong Fai A/C	由普通經費、 堂費帳調撥
505	TRF from General Domain Control/ Grants A/C	由一般範疇統制帳 / 一般範疇津貼帳調撥
Pre-defined Expenditure Account under Ledger G3000 ~ G3999		
001	Grant Expenses	津貼帳開支

C. Grants Outside OEBG (EDB defined)		
Pre-defined Income Account under Ledger G1000 ~ G1699		
501	Grant Income	津貼帳收入
502	Prior Year Adjustments	上年度的調整
503	Clawback/ Amount Refunded (Refundable) to EDB	回撥/ 須退還 (已退還) 教統局的款項
504	TRF from General Fund/ Subscriptions/ Tong Fai A/C	由普通經費、 堂費帳調撥
505	TRF from General Domain Control/ Grants A/C	由一般範疇統制帳 / 一般範疇津貼帳調撥
Pre-defined Expenditure Account under Ledger G1000 ~ G1699		
001	Grant Expenses	津貼帳開支

D. Grants Outside OEBG (School defined)		
Pre-defined Income Account under Ledger G1700 ~ G1999		
501	Income	收入
502	Prior Year Adjustments	上年度的調整
Pre-defined Expenditure Account under Ledger G1700 ~ G1999		
001	Expenses	開支

7. Voucher type

   a. If the school chooses to convert data for Capital Asset Register Module, then the converted voucher named “Conversion: Capital asset purchase voucher” with prefix ‘CE’ will be pre-defined. Asset Vouchers will be created for the converted assets in WebSAMS. However, users are not allowed to delete / create new voucher in WebSAMS with this prefix ‘CE’.

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8. Converted CAR Voucher
    a. If the school chooses to convert data for Capital Asset Register Module, then Asset Vouchers will be created for converted assets in WebSAMS. The defaulted voucher status of the converted vouchers are “Completed”. And the voucher number of the asset vouchers will be in the following format:

        ‘CE’ + Donation Indicator + Asset Registered Date

        e.g. ‘CEP1998/10/01’, ‘CED1999/01/01’

        * Donation Indicator: ‘P’ stands for purchased asset; ‘D’ stands for donated asset.

        * Asset Registered Date is in the format YYYY/MM/DD.

    b. Voucher date will be same as Asset Registered Date by default. However, if the asset registered date is not within the accounting years defined in Common Setup, then the voucher date will be set as the first date of the initial accounting year, i.e. either September 1 or April 1 of the initial accounting year. For example, if the Asset Registered Date is 1/1/1998 and the initial accounting year is 2000/2001 with Accounting Period from September to August, then the asset will be grouped under the voucher with voucher date 1/9/2000.

    c. Voucher amount will be set as the total asset amount grouped under this voucher.

    d. Assets with the same Donation Indicator and Asset Registration Date will be grouped into the same voucher.

    e. All the Voucher Particulars of the converted vouchers are set as “Converted Voucher: Capital Asset Register”.

9. Location
    a. Location code will be converted from School Management Room Details in SAMS.

    b. For bi-sessional school, ‘AM’ and ‘PM’ will be appended to the location code. For example, ‘RM105AM’, ‘RM106PM’.

10. Capital Asset Register Converted Data Setup
    a. This function is available in Capital Asset Register Module if the school chooses to convert asset data. Users can re-group the assets in WebSAMS via this function. It allows users to change the newly converted asset code to another category and asset code. Please refer to Capital Asset Register user manual for details.

    b. Analysis Code 1 and 2 will be set as ‘N/A – Not Applicable.

    c. If responsible officer is blank in SAMS, then it will be set as ‘N/A – Not Applicable’.

11. Sales and Stock Converted Setup Codes
    a. Ledger Code and Stock Item of SAMS are converted to WebSAMS as Category Code and Stock Code.

    b. Ledger Code in SAMS with a zero inserted after the second digit is converted to Category Code in WebSAMS.

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For example:

Category Code

In SAMS, before Data Conversion

Ledger Code	English Description	Chinese Description
561	Stock of Books and Stationery	書簿及文具存貨
562	Stock of School Uniforms	校服存貨
563	Stock of Tuckshop Items	小賣部物品存貨

In WebSAMS, after Data Conversion

Category Code	English Description	Chinese Description
5601	Stock of Books and Stationery	書簿及文具存貨
5602	Stock of School Uniforms	校服存貨
5603	Stock of Tuckshop Items	小賣部物品存貨

Stock Code

In SAMS, before Data Conversion

Stock Item	English Description	Chinese Description
001	Badges	校章
002	Student Handbook	學生手冊
003	File-Bag	膠文件袋

In WebSAMS, after Data Conversion

Stock Code	English Description	Chinese Description
001	Badges	校章
002	Student Handbook	學生手冊
003	File-Bag	膠文件袋

12. Reports

a. Report category “FCS 2 – Data Conversion” will be available in the report functions of Common Setup Module. The following reports can be generated under this category:

- Ledger Code Mapping Report (R-FCS009-E)
- Mapping of FMP Sub-Ledger Codes for Accounting Year 2000/2001 (R-FCS011-E)
- I/E Account Code Mapping Report (R-FCS010-E)

All these reports can facilitate users in checking the mapping of converted Chart of Account from SAMS to WebSAMS.

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b. Report category “FCA 5 – Data Conversion” will be available in the report functions of Capital Asset Register Module if the school chooses to re-group the convert asset data. The following report can be generated under this category:

   - Converted Asset Code List (R-FCA017-E)

c. After data conversion, users can make a comparison for the following SAMS reports and WebSAMS reports:

Module	**SAMS Report**	**WebSAMS Report**
Common Setup	1. Programme Code (HSR2000E) Housekeeping Application	1. Programme Code Master List (R-FCS001-E)
Capital Asset Register	1. Capital Asset Register (FPR4010E)	Register of Capital Asset by Category (R-FCA002-E) Register of Capital Asset by Location (R-FCA003-E) Register of Capital Asset by Responsible Officer (R-FCA004-E) Capital Asset Register (R-FCA011-E)
	2. Authority Log – Write-off Transaction (FPR4040E)	2. Authority Log – Write-off Asset (R-FCA005-E)
	3. Asset Type (HSR1000E) Housekeeping Application	3. List of Asset Category (R-FCA013-E)
	4. Authority Log – Refrain of Modification (FPR4030E)	4. Authority Log – Refrain from Modification (R-FCA008-E)
Sales and Stock	1. Relationship between Ledger A/C & Stock Items (FPR5030E)	List of Stock Category (R-FSS013-E) List of Stock Master (R-FSS014-E)

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